



国立大学法人  
長岡技術科学大学  
Nagaoka University of Technology



# Student Life Guidebook 2024

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# Vitality Originality Services

The University, with much emphasis put on the "VOS" concept ("Vitality", "Originality" and "Services to society"), offers a seamless educational experience from undergraduate to graduate school in order to educate students to become leading international engineers and researchers with practical and creative capacity.

## Philosophy of the University

NUT's most important mission is to create new knowledge and technologies, and to cultivate individuals with the ability to produce original ideas. To fulfill this mission, NUT will continue to be a "university of ideas", taking the fundamental philosophy of its education and research to be the cultivation of practical and creative abilities relating to GIGAKU (the "science of technologies"), heightening creative power. Under this approach with GIGAKU, NUT will serve as a world center of education and research and aims to become an indispensable university for both local and global communities, developing leading engineers equipped with the practical and creative abilities to undertake innovative creation and the ambition to help achieve a sustainable society.

## ■ Message from the President

President KAMADO Shigeharu,  
Nagaoka University of Technology



Nagaoka University of Technology (NUT) was founded in 1976 as an institute of technology that emphasizes graduate-level education and research focused on the development of practical technology, and will commemorate its 50th anniversary in 2026. As our university places a high value on on-site hands-on practice to produce the academic research needed to resolve society's problems, our undergraduate students undertake the long-term Jitsumu-Kunren internship of approximately five months, which aims to instill the ability to devise ideas and solutions through practice. This constitutes the basis of NUT's fundamental concept of GIGAKU (science of technology) education.

NUT aims to cultivate engineers with the practical and creative abilities to perform at the global level and contribute to the attainment of SDGs. In particular, the university will foster "STEM human resources" who can effectively utilize data science and AI, and are equipped with integrated knowledge spanning different and multiple disciplines that can drive the realization of Society 5.0; as well as "STEAM human resources" who can demonstrate management skills and respond to social changes from a comprehensive perspective. To achieve these aims, NUT will not only advance industry-academia-government collaborative education through joint research, but will also promote new education programs by grouping our engineering departments into broader fields as part of the university's reorganization since AY2022, as well as full-fledged introducing major/minor courses and frontier courses for innovation in technologies from AY2024.

Furthermore, NUT was re-appointed as the United Nations Academic Impact SDG Hub 9 (Industry, Innovation and Infrastructure) for the second consecutive term. In addition, our university was selected for the UNESCO Chairs Programme (GIGAKU SDG Institute), and is a registered member of the UNESCO UNITWIN Network (GIGAKU SDG Network) comprising 10 institutions across 6 countries and an overseas company. In these ways, NUT is highly acclaimed by international organizations as an SDG-promoting university.

On the research and development front, NUT is advancing collaborations with domestic and overseas institutions through the (1) "Program on Open Innovation Platform for Industry-Academia Co-Creation" (COI-NEXT: The Biocommunity Centre: A NIIGATA Circular Bioeconomy Initiative) and (2) "Project to Promote the Reformation of National University Management" (Value Improvement of Education and Research Systems and Financial Base Expansion through Metaverse Utilization and Resource Management of Both Universities of Technology), which were adopted in AY2022. In AY2023, NUT's proposals were selected for the following large-scale national projects: the Ministry of Economy, Trade and Industry's "Project for the Development of Incubation and Industry-Academia Fusion Centers in Regional Core Universities", the Ministry of Education, Culture, Sports, Science and Technology's "Project for the Development of Facilities for Industry-Academia-Government Collaborative and Joint Research Through Cooperation Among Regional Core and Distinctive Research Universities", and the Cabinet Office's "Project for Enhancing the Environment to Create Innovation in Regional Core Universities". Under these projects, NUT is coordinating with local companies and municipalities to construct facilities and build consortium frameworks that can promote Digital Transformation (DX), Green Transformation (GX), and Sustainable Transformation (SX). In the future, we aim to become a regional core university that accelerates the social implementation of technology, establishes regional appeal, and contributes to the realization of a sustainable society through strong collaborations in the education and research fields of environmental science and disaster prevention/mitigation—fields in which we are growing in strength.

I hope that you will study diligently while pursuing your dreams for the future, find recreation suitable for the current times, and enjoy a meaningful university life here in this high-quality education and research environment that is achieved through a global environment, large-scale education and research projects, and an education and research system centered on the KOSEN Institute of Technology-University of Technology route.

NUT will continue to build and utilize new information technologies, and support your training as resilient global engineers and researchers who possess advanced GIGAKU abilities (on-site abilities + research abilities + creative abilities + practical abilities) and rich human qualities, will take on challenges in unexplored disciplines and fields, and will bring about technological innovations.

長岡技術科学大学  
大 学 歌

天と地の恵み豊かに 信濃川

越の央なかつを いまも 悠悠

いざ友よ 若き瞳をあげよ

遙かなる源泉みなもとたどり

漕ぎだせ 友よ

果て知れぬ英知の海へ

大いなる 技術の海へ

紫の雲を開きて 東山

雪の朝あしたに やがて 明明あか

いざ友よ 若き生命いのちを燃やせ

新しき技わざ学の炎ひもて

彩いろれ 友よ

日本の夜明けの空を

健やかな 世界の空を

ああ われら

長岡技術科学大学

作詩 中村 千栄子  
作曲 岩河 三郎

Allegretto (♩=112位) 明るく、若さにあふれて

1. てんとちの めくみゆたかに しなのが  
2. むらさきの くもをひらきて ひがしや

わ ま こしのなか ばを いま  
ま ゆきのあし たに やが

もて ゆう ゆう いざともよ  
あか あか いざともよ

わかきひとみを あげよ一 はるかなる  
わかきいのちを もやせ一 あたらしき

みなもとたどりて こぎだせともよ  
ぎがくのひもて いろどれともよ

こぎだせともよ はてしれぬ  
いろどれともよ にっほんの

えいちのうみへ おおいなる ぎじゅつのうみへ  
よあけのそらを すこやかな せかいのそらを

あ あわれら あ あわれら ながおか

ぎじゅつ かがく だい がく



Scan for audio version

# Campus Map



**総合研究棟**  
 1階：学生総合支援センター学生なんでも相談窓口  
 3階：学生自習用パソコン室  
 Synthetic Research Bldg.

**事務局2号棟**  
 1階：学務課・学生支援課  
 Administration Bldg.2

共通ゾーン Common zone	住居ゾーン Residence zone
教育研究ゾーン Instruction and Research zone	屋外体育施設ゾーン Outdoor Athletic zone
実験実習ゾーン Experimental zone	その他 Others

 **長岡技術科学大学**  
 Nagaoka University of Technology

1603-1 Kamitomiokamachi, Nagaoka Niigata 940-2188 JAPAN

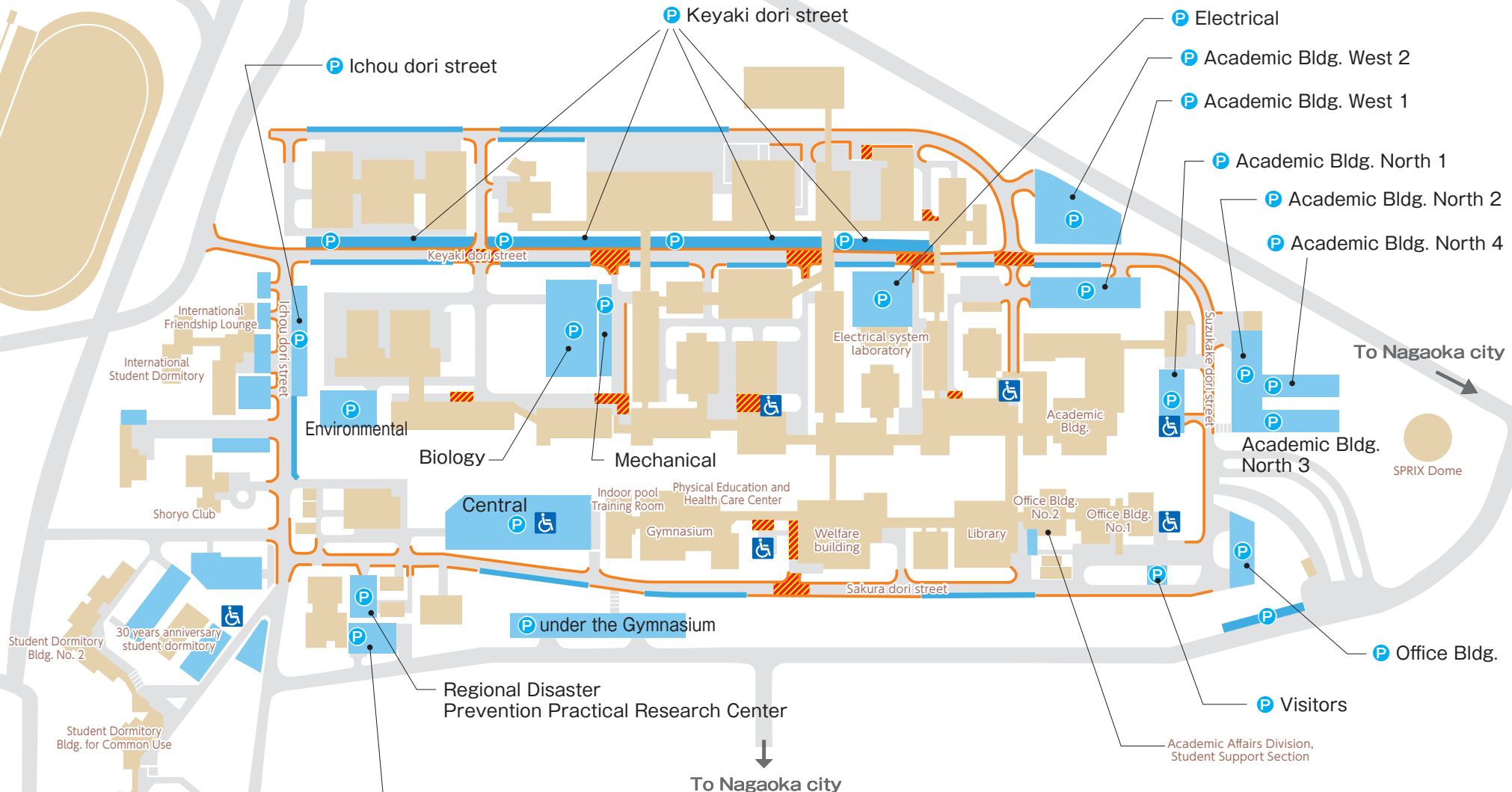
HP <https://www.nagaokaut.ac.jp/> TEL 0258-46-6000

Parking Phone Post AED

混住型学生宿舎  
 (リンクテックハウス)  
 Link TeCh House

# Campus Parking Area Map

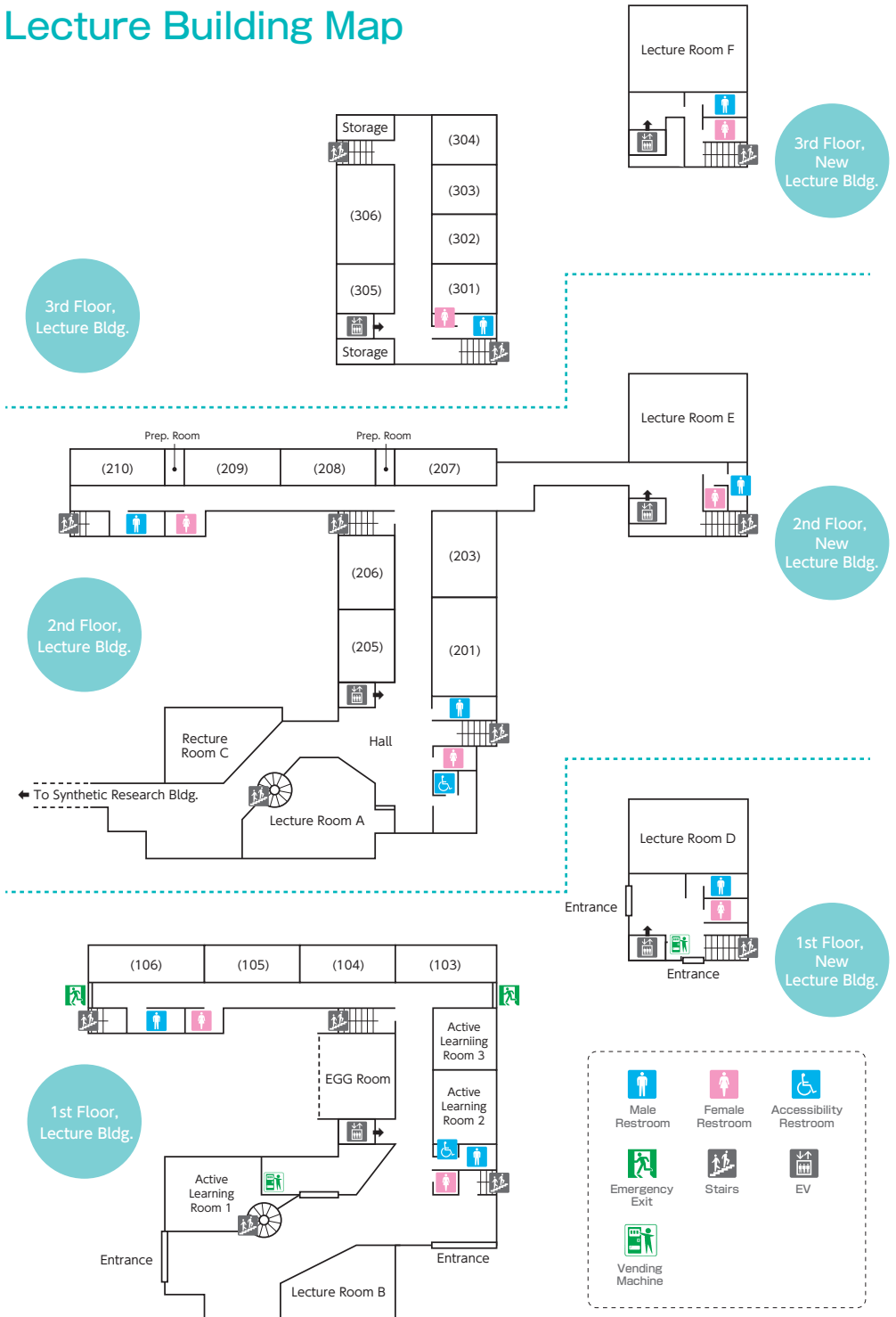
(On-Campus Parking Areas and Street Sections Where Parking Is Allowed)



	parking area		parking spaces for disabled persons.
	Street section where parking is allowed		Parking prohibited line
	No parking		



# Lecture Building Map



# 2024Academic

First Term (C Term)							Second Term						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1	2	3	4	5	6		1	2	Tue.1	Wed.1	Thu.1	Fri.1
7	8	9	Wed.1	Thu.1	Fri.1	13	8	Mon.1	9	10	11	12	13
14	Mon.1	Tue.1	Wed.2	Thu.2	Fri.2	20	15	Gidai-sai	Cleanup	Tue.3	Wed.3	Thu.3	Fri.2
21	Mon.2	Tue.2	Wed.3	Thu.3	Fri.3	27	15	Holiday	Mon.2	Tue.4	Wed.4	Thu.4	Fri.3
28	Mon.3	Tue.3					22	22	23	24	25	26	27
	29	30					29	Mon.3	30				
			Wed.4	Thu.4	Holiday	4			Tue.5	Wed.5	Thu.5	Fri.4	5
Holiday	Holiday	Tue.4	Wed.5	Thu.5	Fri.4	11	6	Mon.4	Tue.6	Wed.6	Thu.6	Fri.5	12
12	Mon.4	Tue.5	Wed.6	Thu.6	Fri.5	18	13	Mon.5	Tue.7	Wed.7	Thu.7	Fri.6	19
19	Mon.5	Tue.6	Wed.7	Thu.7	Fri.6	25	20	Mon.6	Tue.8	Wed.8	Thu.8	Fri.7	26
26	Mon.6	Tue.7	Wed.8	Thu.8	Fri.7	31	27	Mon.7	Tue.9	Wed.9	Thu.9		
						1						Fri.8	2
2	Mon.7	Tue.8	Wed.9	Thu.9	Fri.8	8	Holiday	Holiday	Tue.10	Wed.10	Thu.10	Fri.9	9
9	Mon.8	Tue.9	Wed.10	Thu.10	Fri.9	15	3	Mon.8	4	5	6	7	8
16	Mon.9	Tue.10	Wed.11	Thu.11	Fri.10	22	10	Mon.9	11	12	13	14	15
23	Mon.10	Tue.11	Wed.12	Thu.12	Fri.11	exam. 29	17	Mon.9	Tue.12	Wed.12	Thu.12	Fri.11	Holiday 23
exam. 30							24	Mon.10	Tue.13	Wed.13	Thu.13	Fri.12	30
	Mon.11	Tue.12	Wed.13	Thu.13	Fri.12	6	1	Mon.11	Tue.14	Wed.14	Thu.14	Fri.13	7
7	Mon.12	Tue.13	Wed.14	Thu.14	Fri.13	13	8	Mon.12	Tue.15	Wed.15	Thu.15	Fri.14	14
14	Mon.13	Tue.14	Wed.15	Thu.15	Fri.14	20	15	Mon.13	Fri.15	Wed.18	Thu.18	Mon.14	21
21	Mon.14	Tue.15	Wed.16	Thu.16	Fri.15	27	22	Mon.15	Tue.17	Fri.18	Mon.20	26	27
28	Mon.15	Tue.16	Fri.17				29	30	31				
			Mon.18	2	3	Classes & Test	Mon.16	Tue.16	Wed.16	Thu.16	Fri.16	Others	
4	5	6	7	8	9	10	Reception	1	0	0	0	0	0
Holiday	Holiday						Total	17	16	16	16	16	0
11	12	13	14	15	16	17	■ "Spare Days for Regular Classes" are prearranged to schedule makeup classes for when classes are cancelled due to natural disasters, etc. Classes and intensive lectures should not be scheduled on these days.						
18	19	20	21	22	23	24							
25	26	27	28	29	30	31							
Classes & Test	Mon.16	Tue.16	Wed.16	Thu.16	Fri.16	Others	Total	80					
Reception, Orientation Trip	1	1	0	1	2	1		6					
Total	17	17	16	17	18	1		86					

# Calendar for Classes

(A Term)		Third Term (B Term)																																					
		Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.																															
<p>■ Sep.2 Entrance Ceremony &amp; Guidance (September Enrollment) Guidance of Course Assignment for B1 Students</p> <p>Sep.3 Classes Start</p> <p>Sep.4-11 Subject Registration Period</p> <p>Sep.13 Gidai-sai Festival Preparation <b>*No Classes</b></p> <p>Sep.14-15 Gidai-sai Festival</p> <p>Sep.16 Gidai-sai Festival Cleanup <b>*No Classes</b></p> <p>■ Sep.16 National Holiday</p> <p>■ Sep.23 National Holiday <b>*Monday Schedule</b></p>	JANUARY				Holiday 1	2	3	4	<p>- Jan.7 Winter Vacation</p> <p>Jan.8 Classes &amp; Intensive Lectures Start</p> <p>Jan.8-15 Test</p> <p>Jan.16-20 Entrance Examination <b>*No Classes</b></p> <p>Jan.24-26 Entrance Examination <b>*No Classes</b> Schedule undecided</p> <p>Jan.31 Classes End (Intensive Lectures etc.)</p>																														
		5	6	7	Wed.1 8	Thu.1 9	Fri.1 10	11																															
		12	Holiday 13	Tue.1 14	Wed.2 15	exam. 16	exam. 17	exam. 18																															
		exam. 19	exam. 20	Tue.2 21	Wed.3 22	Thu.2 23	exam. 24	exam. 25																															
		exam. 26	Mon.1 27	Tue.3 28	Wed.4 29	Thu.3 30	Fri.2 31																																
							1																																
<p>■ Oct.1 University Foundation Day <b>*Tuesday Schedule</b></p> <p>■ Oct.14 National Holiday <b>*Monday Schedule</b></p> <p>Oct.23 Disaster Drill</p>	FEBRUARY	2	Mon.2 3	Tue.4 4	Wed.5 5	Thu.4 6	Fri.3 7	8	<p>■ Feb.11 National Holiday <b>*Tuesday Schedule</b></p> <p>■ Feb.19 <b>*Monday Schedule</b></p> <p>■ Feb.26 <b>*Monday Schedule</b></p> <p>■ Feb.27 <b>*Friday Schedule</b></p> <p>Feb.21,25 Entrance Examination (B1) <b>*No Classes</b></p> <p>Feb.28 Classes End</p>																														
		9	Mon.3 10	Tue.5 11	Wed.6 12	Thu.5 13	Fri.4 14	15																															
		16	Mon.4 17	Tue.6 18	Mon.5 19	Thu.6 20	exam. 21	22																															
		Holiday 23	Holiday 24	exam. 25	Mon.6 26	Fri.5 27	Fri.6 28																																
										1																													
<p>■ Nov.4 Spare Day for Regular Classes <b>*No Classes/Intensive Lectures</b></p> <p>Nov.16 Entrance Examination (B1)</p> <p>Nov.23 Scheduled Blackout for Inspection</p>	MARCH	2	3	4	5	6	7	8	<p>■ Mar.25 Graduation/Completion Ceremony</p> <p>Mar.26-Apr.4 Spring Vacation</p>																														
		9	10	11	12	13	14	15																															
		16	17	18	19	Holiday 20	21	22																															
		23	24	25	26	27	28	29																															
										1																													
<p>■ Dec.17 <b>*Friday Schedule</b></p> <p>■ Dec.20 <b>*Monday Schedule</b></p> <p>Dec.23 Classes End</p> <p><b>Dec.18,19, Dec.24-26 Test</b></p> <p>Dec.27- Jan.7 Winter Vacation</p>	<table border="1"> <thead> <tr> <th>Classes &amp; Test</th> <th>Mon.</th> <th>Tue.</th> <th>Wed.</th> <th>Thu.</th> <th>Fri.</th> <th>Others</th> <th rowspan="4" style="writing-mode: vertical-rl; text-orientation: mixed;">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>6</td> <td>6</td> <td>6</td> <td>6</td> <td>6</td> <td></td> <td>30</td> </tr> <tr> <td>Ceremony</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Total</td> <td>6</td> <td>7</td> <td>6</td> <td>6</td> <td>6</td> <td>0</td> <td>31</td> </tr> </tbody> </table>	Classes & Test	Mon.	Tue.	Wed.	Thu.	Fri.	Others	Total		6	6	6	6	6		30	Ceremony	0	1	0	0	0	0	1	Total	6	7	6	6	6	0	31						
		Classes & Test	Mon.	Tue.	Wed.	Thu.	Fri.	Others		Total																													
			6	6	6	6	6				30																												
		Ceremony	0	1	0	0	0	0			1																												
Total	6	7	6	6	6	0	31																																

Total	80
	1
	81

## ( Number of School Days )

	Mon.	Tue.	Wed.	Thu.	Fri.	Others	Total
①Classes & Test in First Term	16	16	16	16	16	0	80
②Classes & Test in Second Term	16	16	16	16	16	0	80
③Subtotal (①②)	32	32	32	32	32	0	160
④Classes & Test in Third Term	6	6	6	6	6	0	30
⑤Subtotal (③④)	38	38	38	38	38	0	190
⑥Ceremony etc.	2	2	0	1	2	1	8
Total (①②④⑥)	40	40	38	39	40	1	198



# Nagaoka University of Technology Library Opening timetable

2024 Fiscal Year (2024.4.1 ~ 2025.3.31)

## ● Opening Time

8:30 - 21:00

9:00 - 17:00

8:30 - 17:00

Closed  
(Can be used 24 hours)

Closed  
(Completely closed)

### 4 April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### 5 May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### 6 June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### 7 July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 8 August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### 9 September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### 10 October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### 11 November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### 12 December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### 1 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### 2 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### 3 March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

※Graduate students, 4th grade students assigned to laboratories or research students who apply, can use the library 24 hours a day except the completely closed days.

## Nagaoka University of Technology Library

Tel.0258-47-9262, 9264 Fax.0258-47-9060

E-mail:[lib-service@jcom.nagaokaut.ac.jp](mailto:lib-service@jcom.nagaokaut.ac.jp) URL >>> <https://lib.nagaokaut.ac.jp>

# Computer Room for Self-Study Opening timetable

2024 Fiscal Year (2024.4.1 ~ 2025.3.31)

## ● Opening Time

8:40 ~ 18:30

8:40 ~ 17:00

10:00 ~ 16:00

Closed

### 4 April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### 5 May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### 6 June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### 7 July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 8 August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/14-16 Holidays

### 9 September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/14,15 Closed due to NUT festival

### 10 October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/1 University opening ceremony

### 11 November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### 12 December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### 1 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### 2 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### 3 March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Computer Room for Self-Study** (Synthetic Research Building 3F)

TEL : 0258-47-1611 (Ext : 8124)

E-mail : [st-pcroom@jcom.nagaokaut.ac.jp](mailto:st-pcroom@jcom.nagaokaut.ac.jp) URL >>> <http://bms-05.nagaokaut.ac.jp>

(Can be viewed only within the campus)

This guidebook is created on the basis of internal rules and regulations, including the University Rules. You can read the internal rules and regulations at the counter of Division of Student Affairs. If you need detailed explanation, please feel free to contact us.

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# I .Guide to Consultation Counters for students

## 1. Guide to Consultation Counters for Student Support

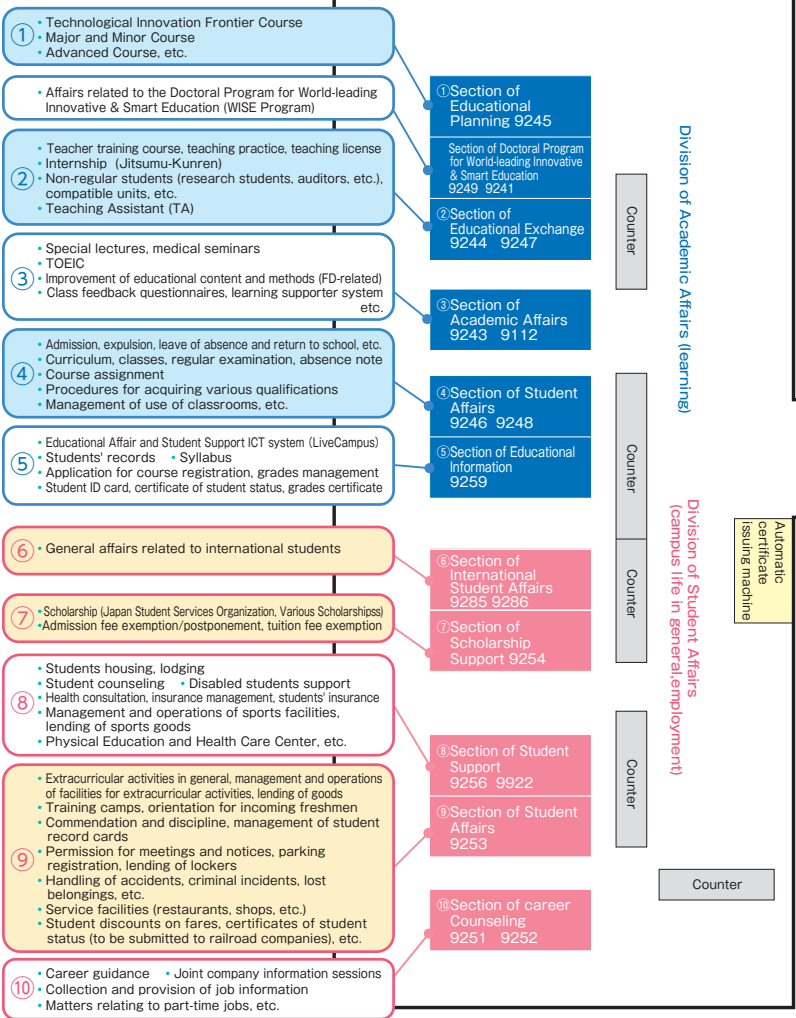
The University offers consultation counters for student support where you can take various procedures necessary for your campus life: Division of Academic Affairs (learning), Division of Student Affairs (campus life in general, employment, international students) and the Physical Education and Health Care Center (health consultation, student counseling).

For various procedures, or if you have any questions or concerns about your campus life, please feel free to visit these counters.

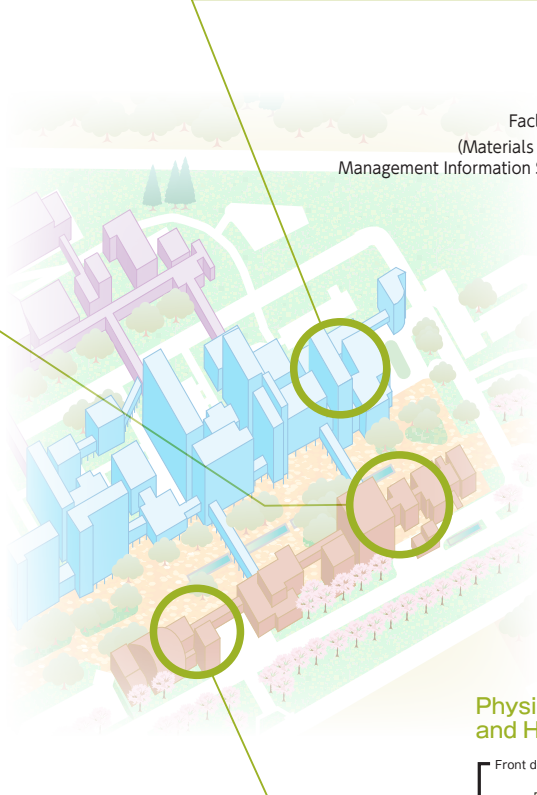
### [Work Contents and Counter Guide]

Administration Building 2 1F

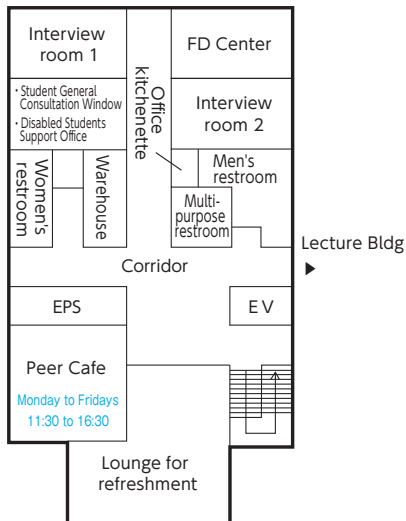
#### Assigned Tasks



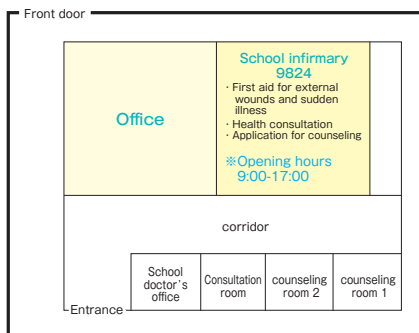
## GAKUSEI SOUGOU SHIEN CENTER (Synthetic Research Building 1F)



Faculty Bldg  
(Materials Science  
Management Information System)



## Physical Education and Health Care Center 1F



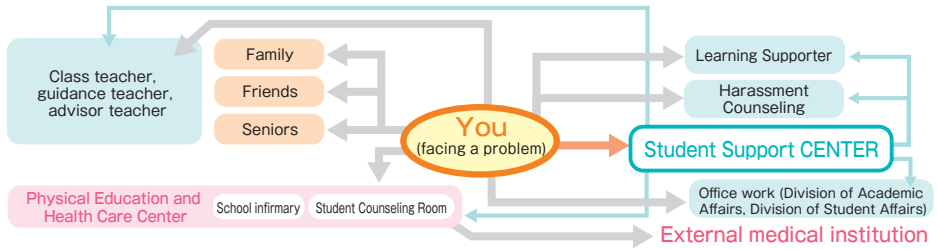
※ The office is open on weekdays from 8:30 to 17:15.

※ The number under the section name is an extension number. If you call with your mobile phone or from outside, please call "0258-47-(extension number).

## 2. Guide to Student Counseling and Consultation

(If you have any concerns about learning, your mind/body, human relationships, harassment, etc.)

During the long campus life, you may encounter problems, such as **concerns about classes, your future, human relationships, your mind and body and your family, economic problems, and other troubles** in your life. If you cannot solve such problems through consultation with your friends or family, please use the following organization for **"Student Counseling"**.



### Guide to the Student General Consultation Window

We have established a **[Student General Consultation Window]** in order to assist students live a comfortable campus life from the time of entrance to study completion.

Are you worried about something? If you have any worries, do not keep it to yourself. Feel free to contact the **[Student General Consultation Window]**. Our consultants will listen and respond appropriately.

**Your privacy is guaranteed.**

#### For example...



#### You don't know who to consult with

- You are concerned about your studies or career.
- You have trouble with living.
- You are worried about interpersonal.
- You have requests or complaints to the university. etc...

Depending on the contents, with the approval of the student, the Student General Consultation Window may appoint an appropriate faculty member to act as a middleman to support the student's campus life.

**Consultant :** Campus social worker Kusama Keiko  
Student support advisor Sato Kazunori

**Consulting Hours :** Monday to Friday 10:00~16:30  
※Public holidays, New Year holidays and University holidays are exempted

**Telephone Consultation :** 0258-47-9934

**E - m a i l :** [gsoudan@jcom.nagaokaut.ac.jp](mailto:gsoudan@jcom.nagaokaut.ac.jp)

**L o c a t i o n :** Inside the General Student Support Center, on the first floor of the Synthetic Research Building

### Pia Café (at the Student Support Center)

The "Pia" in the name comes from the English word "peer."

This café offers a place for students to talk to one another about everyday concerns and worries.

**Our student peer supporters draw on their experiences as students. Feel free to visit and relax with a casual chat.**

**Hours:** Monday to Friday 11:30 ~ 16:30

### [Student Counseling Room]

We can provide consultation on mental health issues, such as depression, low motivation, anxiety, or insomnia. If you're having problems, there's no need to face them alone. Everything you say will be kept completely confidential.

Open : Monday to Friday

9:30 to 17:00 ※except for national holidays and New Year's holidays

Counseling staff : School doctors, public health nurses, counselors

Location : Physical Education and Health Care Center

Appointments: Telephone Consultation:0258-47-9824 (Infirmary)  
E-mail:hcc@jcom.nagaokaut.ac.jp

### [Lecturer, supervisor, and advisor]

In the Undergraduate Program, students are divided into classes according to grades and courses (branches) and a **lecturer** is assigned to each class. After you are assigned to a laboratory, the faculty member will also be available for consultation. At the graduate level, the faculty member of each laboratory will serve as the student's **supervisor**. In addition to lecturers and supervisors, there are also **advisors**, who will accept any of your consultations about learning and campus life in general.

You can consult with advisors about **topics you cannot directly discuss with your supervisor**, **topics that you feel consultation with your supervisor cannot solve**, or **topics you feel you cannot solve by yourself**.

※For more details on specific counselors, please see

[https://www.nagaokaut.ac.jp/gakusei/soudan\\_annai.html](https://www.nagaokaut.ac.jp/gakusei/soudan_annai.html)

### [Learning Supporter System]

Some students find it difficult to keep up with their classes after entering university due to differences in what they studied at their high school or technical college. If this seems like it may become a problem, students who feel their basic academic capacity is insufficient, or who have anxiety about their academic ability, can receive learning support from higher-year students in the Master's or Doctoral Program. This system is called the Learning Supporter System, and the higher-year students who provide support are called supporters.

Learning Support is provided free of charge to students.

#### 1) Learning Support (sign-ups required)

- 1) Several students are supported by one supporter
- 2) In principle freshmen are supported by graduate students who have entered the University as freshmen. Second and third year students are supported by graduate students in the same field.
- 3) In general, support of 90 minutes is provided once a week.



You can get learning support in connection with methods of studying, how to write experiment and laboratory reports, how to do homework and measures to be successful on examinations. You can consult about subject registration as well as assignment to branches and laboratory as well.

#### 2) Past record of the number of supporters and students

FY	Number of supporters	Number of supported students	FY	Number of supporters	Number of supported students
FY 2018	71	235	FY 2021	81	283
FY 2019	70	216	FY 2022	70	259
FY 2020	78	239	FY 2023 (up to the second term)	58	175

#### 3) Feedback from supported students (extracted from the past questionnaire)

- The explanation was very easy to understand.
- The supporter kindly taught me how to solve a problem I could not solve by myself.
- I was taught how to write a report, etc.
- The supporter told me what only seniors could know.
- The supporter told me about the University and various courses (branches).
- I could feel free to consult about branch assignments.



#### 4) Procedure for receiving Learning Support

- 1) Listen to the explanation at the guidance held at the beginning of the academic year.
- 2) Contact your lecturer and apply for support.
- 3) Receive a notice telling you whether you are eligible for support or not.

The support usually starts after the consecutive holidays in May (for the first term) and in early October (for the second term).

#### 5) Others

If you have any questions, please contact Division of Academic Affairs (Counter No.3) or e-mail to [support@vos.nagaokaut.ac.jp](mailto:support@vos.nagaokaut.ac.jp)

##### [Harassment Counseling]

"Sexual harassment" is sex-related speech and behavior contrary to the affected student's will, which are accompanied by a certain level of disadvantage caused to the students according to the student's reaction or which will lead to significant deterioration of education, research and learning due to their persistence. If you are called by a name denying your personality or your gender-based role is excessively stressed, you are sexually harassed.

"Academic harassment" is faculty members' act of using their status, position and relative strength and forcing students to act in a disadvantageous way. Faculty members' one-sided, discriminatory, ruling or violent guidance in the process of education and research is included in academic harassment.

If you find sexual harassment or academic harassment (power harassment), please consult on-campus consultation services, "Harassment Consultants", or off-campus consultation services. The privacy of you and related parties is strictly protected.

##### [On-Campus Consultation Services]

9:00-16:00 from Monday to Friday (closed on holidays, New Year holidays and other university holidays)(except for an emergency)

More information, including a list of consultants, is available on the website below  
[https://www.nagaokaut.ac.jp/gakusei/soudan\\_annai.html](https://www.nagaokaut.ac.jp/gakusei/soudan_annai.html)

##### [Off-Campus Consultation Services]

Telephone Consultation : 0120-453-046 (Toll-Free)  
Hours :10:00-21:00 (Mon, Wed, Fri, Sat, and Sun)  
10:00-22:00 (Tue and Thu)

Note : Telephone consultation is unavailable on holidays and from Dec. 31 to Jan. 3.

Web Consultations : <https://consult.t-pec.co.jp/service/453046>

(Available 24 hours a day, 7 days a week)



#### If you are harassed...

- If you feel discomfort, say "No!" on the spot !
- Consult someone you can trust. Do not exercise patience. Do not blame yourself.



#### [Consultations on LGBT+ Matters]

We have established the Guidelines for Serving LGBT+ Students as part of our efforts to respect sexual diversity and enable sexually diverse students to experience a fair and equal university lifestyle, without discrimination based on sex, sexual orientation, or gender identity. We accept inquiries regarding LGBT+ matters at the Student General Consultation Window. Feel free to ask for help with any issues you might be having.

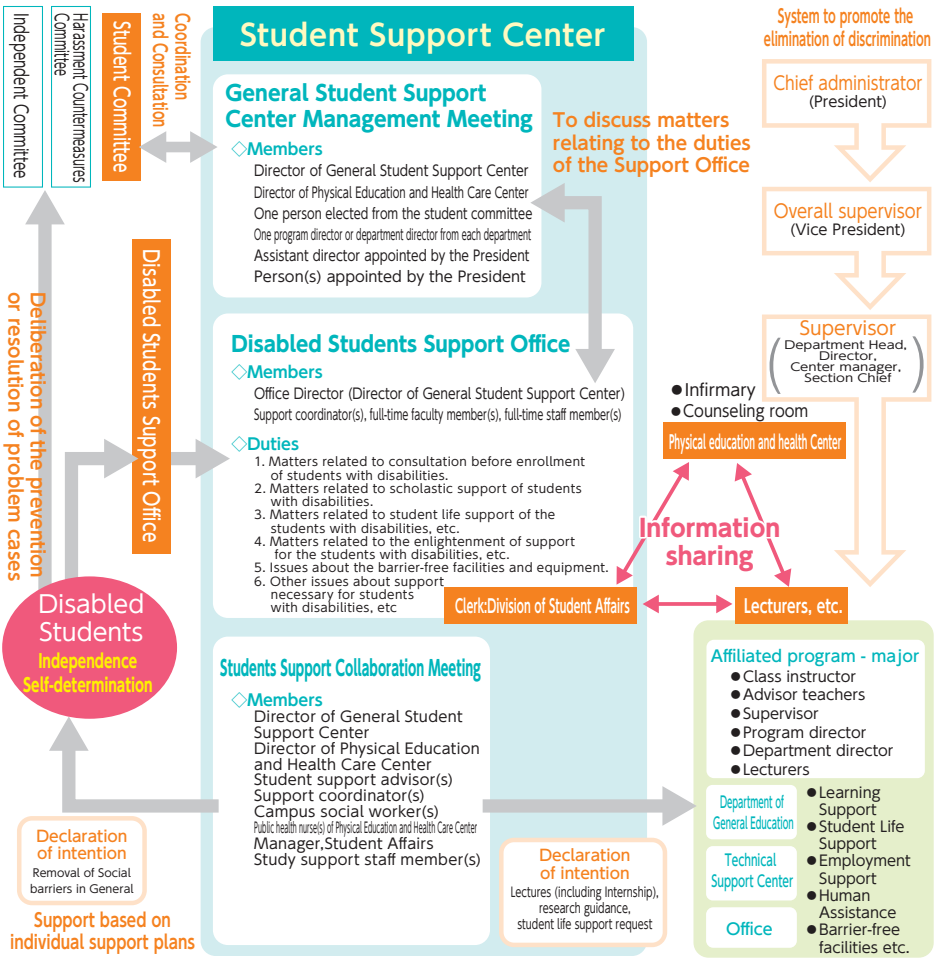
<https://www.nagaokaut.ac.jp/e/gakusei/>

### 3. Disabled Students Support

The University has established a "Disabled Students Support Desk", in order to provide reasonable care, and ensure that students with disabilities do not give up their learning due to such disabilities.

Students who desire reasonable care should please contact the following.  
Division of Student Affairs, Section of Student Support Tel. 0258-47-9256

### Nagaoka University of Technology Disabled Students Support Organizational Chart



## 4. Procedures

Below are a list of documents you (or your parents) should submit or file to the University in connection with learning, extra-curricular activities and job-hunting activities. Other procedures may be required in some cases, so please ask the counter clerk for details.

Classification	Reason	Documents to submit	Deadline for submission	Destination of submission	Remarks
Withdrawal from school, return to school or long term absence	When you are absent from school for some time due to illness, etc.	Request for a leave of absence	One-month before your planned absence, return to school or withdrawal	Section of Student Affairs (Counter No. ④)	You should consult with your guidance teacher and class teacher in advance. Attach a doctor's medical certificate if you suffer from an infectious disease. To be co-signed by your guarantor in case of Japanese students.
	When you return to school because the cause for absence disappears	Request for returning to school			
	When you leave school	Request for withdrawal from school			
	When you go abroad to study at the local university, etc.	Request for studying abroad	Three months before you start to study abroad		Attach a written acceptance of the accepting university and the applicant guidelines for overseas students (with a translation). To be co-signed by your guarantor in case of Japanese students. (Report to the University immediately after occurrence of the event.)
	When you are absent from school for two consecutive weeks or longer	Absence note	As soon as possible		Attach a doctor's medical certificate if you suffer from an infectious disease
Changes in Personal Information	When any content of your student record is modified	Report of change of the student record	As soon as possible	Section of Student Affairs (Counter No. ⑨)	
	When you change your guarantor, or when your guarantor's address, etc., is changed	Report of change of the guarantor	As soon as possible		
Student life	When your Student ID Card is lost or damaged	Report of loss of Student ID Card Request for re-issuance of Student ID Card	As soon as possible	Section of Educational Information (Counter No. ⑤)	
	When you travel abroad	Enter relevant items into the Student record system	As soon as possible		For details, refer to "16. Safety measures during trips overseas" under "VI. Safety Measures in Everyday Lives."
	When you forget or lose something on campus	Contact the relevant department counter	As soon as possible	Section of Student Affairs (Counter No. ⑨)	When you pick up a lost item on campus, please also report to the relevant officer.
	When you have an accident or you are robbed.	Report of accidents, etc	As soon as possible		
	When you win a prize in the academic society	Report of awards	As soon as possible		Attach some evidence of the award (such as a copy of the certificate)
	When your employment or advanced study is decided or approved	Report of (informal) decision of employment or advancement to graduate schools, etc	As soon as the decision is made	Section of Career Counseling (Counter No. ⑩)	Use the Educational Affairs and Student Support ICT system to input data
	When you participate in an internship	Report of participation	As soon as possible		Also serves as a request to issue a certificate of insurance.
	When you forget your Education/Research general account password.	Bring your student ID with you	As soon as possible		Information System Building 2F office

Classification	Reason	Documents to submit	Deadline for submission	Destination of submission	Remarks
Extracurricular Activities	Procedures for Circle activities (establishment and continuity, change, dissolution, etc.)		On each occasion		Refer to IV . Extracurricular Activities 2.Extracurricular Activities for details of the procedure
	When the circle participates in a meeting or tournament, etc., outside the University	Reports of activities outside the University	3 days in advance		
	When the circle has participated in a meeting or tournament, etc., outside the University	Report of results of participation in tournaments, etc	As soon as possible (within 3 days)		
	When any meeting (event) is organized in the University like barbecue party	Request for permission to organize a meeting (event) or to use facilities and equipment *Request for permission to use fire, if necessary	3 days in advance		Submit a request for permission to use fire to the Facilities Management Division. The request will be forwarded to the Division of Student Affairs.
	When you perform an act involving exchange of money, such as a fund-raising campaign and sale of goods, in the campus	Request for permission to hold a fund raising campaign or to sell goods	3 days in advance		Section of Student Affairs (Counter No. ⑨ )
	When you post a notice on a bulletin board in the campus. Bring the notice with you and ask the counter clerk for approval	Request for permission to post documents (with the document)	As required		
	When you distribute any document, newspaper or magazine in the campus	Request for permission to distribute printed materials	3 days in advance		
	When you use a loudspeaker or other audio equipment in the campus	Request for permission to use a loudspeaker	3 days in advance		
When you use the clubhouse	Request for permission to use the clubhouse (Check the reservation condition in advance)	3 days in advance			
When you use Regional Disaster Prevention Practical Research Center	Request for permission to use the multi purpose hall at Regional Disaster Prevention Practical Research Center (Check the reservation status in advance)	3 days in advance		Office of Regional Co-creation (Library 2F)	
When you use any sports facility	(Special) request for permission to use sports facilities (check the reservation condition in advance)	3 days in advance		Section of Student Support (Counter No. ⑩ )	
Use of Facilities					

## 5. Certificate Issuing Machines

You can easily obtain a certificate with the use of the certificate issuing machine!

The University has installed the [certificate issuing machine](#) so that you can issue and receive a certificate on the spot whenever you need one. Have the card reader read your Student ID Card, enter the password on the touch screen and specify a certificate you need, and you can easily obtain the certificate.

### [Certificates you can obtain with the Issuing Machine]

- Student discount card
- Certificate of student registration
- Transcript
- Certificate of expected graduation/completion  
(only for students in the last year satisfying certain conditions)
- Graduation/completion Certificate  
(only for students advancing to the related graduate schools)
- Certificate of enrollment period
- Health certificate
- As for other certificates, you should apply for issuance at the counter.



### [Location and operating hours]

1- Waiting room in front of Division of Academic Affairs  
**Monday to Friday (except on holidays, year-end and New Year holidays,  
 and other universities' holidays, etc.) from 8:30 to 17:15**

2- In front of the entrance gate on the second floor of the library  
**5:00 am to 11:59 pm, on library opening days**

Please see the guidance on use of the library on V. Information on the use of the Library and Centers for details of operating days and opening hours of the library and 24-hour availability to undergraduates.

The issuing machine may stop due to system maintenance, etc.

Please visit the Educational Affairs Student Support ICT system general information page (linked from the existing students' page of the official University website) for information on operation.

1 Division of Student Affairs



2 Second floor of the library



### [Secure sealing of certificates]

If you need to have your certificate (such as transcripts and health certificate) "closely sealed", please use envelopes dedicated for certificates (with a closing seal), a "Closely Sealed" stamp and writing tools provided in the waiting room in front of Division of Academic Affairs.

## II . Considerations from Entrance into University to Graduation

### 1. New Student Orientation (for newly-enrolled freshmen, newly-enrolled juniors and promoted students)

As part of their guidance, freshmen go on a training camp with faculty members and senior students after the entrance ceremony so as to relieve their anxiety related to learning and campus life before classes begin. The training is composed of guidance on campus life in general, Q&A and programs for making friends.



### 2. Course Assignment (from the second term of first-year undergraduates)

Freshmen are initially divided into three classes in the order of Japanese syllabary immediately after entrance to university, and are assigned to each course in the second term (on September 1) after the course assignment according to the following schedule.

#### 1) Purpose

Freshmen selected through general examination, and graduates of general courses, science and mathematics courses, and other non-specialized courses of high school selected through recommendation by their high school are not assigned to specific courses at the time of entrance to university.

#### 2) Schedule



※Students are assigned to a course they apply for in principle, but when the number of applicants is larger than the capacity of the course, students with higher grades (the total grades of the subjects mentioned below) for the first term are prioritized.

The total score of English



The average of higher scores of two subjects out of Mathematics IA, Physics I and General Chemistry I.



The average score of Mathematics IB, Physics Laboratory and Exercise I, and Chemistry Laboratory and Exercise I

※Not all of the subjects above are compulsory, so please make sure to take subjects required for the course you wish to be assigned to.

### 3. Selection of a Faculty Research Advisor

This thesis research is an integral part of the Master's course. Students must choose a faculty advisor who will guide their thesis research. The procedure for the advisor selection differs among the Master's courses. The timing of advisor selection and the starting date of research work also vary and may be as early as the beginning of the second term of the third year.

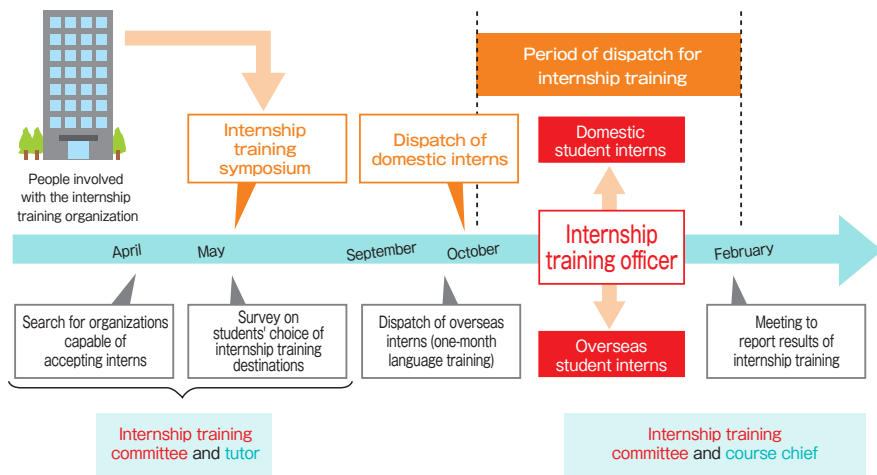
Content Courses	Timing of assignment	Advisor Selection	Remarks
Mechanical Engineering	Second term of the third year	A student selects a research theme, and is assigned to the laboratory pursuing the research. Here are the steps for deciding on a research theme. 1. Announcement of research themes (in the first term) 2. Introduction of laboratories and research themes 3. Research topics will be assigned from the student with a good GPA in the first term of the third year.	<ul style="list-style-type: none"> <li>One student is assigned to one research theme.</li> <li>The number of students assigned to one faculty member is limited.</li> </ul> The detail will be explained in the class of "Integrated Exercises for Mechanical Engineering2" at beginning of 2nd semester.
Electrical, Electronics and Information Engineering	Second term of the third year	1. <ul style="list-style-type: none"> <li>Electrical Energy Systems and Control Engineering course</li> <li>Electronic Devices and Photonics Engineering course</li> <li>Information, Telecommunication and Control Systems Engineering course</li> </ul> 2. After that, a laboratory tour is conducted for each course, and laboratory assignment is made.	Assignment to courses and laboratory is determined through discussion of the department meeting, taking into consideration both students' choice and grades.
Information and Management Systems Engineering	Second term of the third year	Research themes are presented by faculty members in the first term, and a period for visiting offices is established. Then students submit an assignment choice questionnaire. In the case of non-uniformity of choice, students are assigned to laboratories on the basis of their overall grades (GPA) in the first term of the third year.	The number of students who can be accepted may vary according to laboratories. Students who do not receive certain credit requirements may not belong to a laboratory
Materials Science and Bioengineering	Second term of the third year	After improving their understanding of research in the field of Materials Science and Bioengineering in the class "Introduction to Materials Science and Bioengineering" for the third-year students in the first term, a survey will be conducted to determine which laboratory students would like to be assigned to. Students will select a laboratory primarily based on their interests. However, if too many students wish to choose the same laboratory, then priority will be given to those with higher overall grades for the first term of the third year and higher TOEIC scores.	The number of staff members in individual laboratories determines the maximum number of students accepted each year.
Civil and Environmental Engineering	First term of the fourth year	After listening to an explanation of the overview of the Civil and Environmental Engineering Theme Seminar in the second term of the third year, a temporary laboratory assignment made for the Theme Seminar. A survey on the students' choice of offices is conducted in early April. In case of non-uniformity of choice, students are assigned to laboratories on the basis of their grades, etc in the third year.	The maximum and minimum numbers of students who can be accepted are defined according to the number of faculty members in the office.

## 4. Jitsumu Kunren (Internship) or thesis research (in the second and third terms of the fourth year)

### 1) Jitsumu Kunren (Internship)

(Compulsory subject for students planning to advance to the affiliated graduate schools)

[Schedule]



#### Purpose

- Cultivation of humanity
  - Acquisition of a practical technical sense
  - Acquisition of an international point of view  
(in the case of overseas Jitsumu Kunren (Internship))
- Formation of future prospects

#### Goals

- Motivation of research activities in graduate schools
- Understanding values in actual society
- Awareness of the importance of communication
- Acquisition of judgment standards for career selection

#### Characteristics

- Seniors take this training in the latter five months of the academic year as a compulsory subject for those planning to advance to graduate programs of the University. Approximately 14,200 students have taken this training over 45 years since the founding of the university up to FY2023.
- This is an educational program designed to promote "cultivation of humanity necessary for leading engineers" and "acquisition of a practical technical sense".

### 2) Thesis Research

(Compulsory subject for students who have not taken Jitsumu Kunren (Internship))

This research is a compulsory subject for those who do not advance to graduate programs of the University, and those planning to advance to the graduate schools of the University who have practical experience or cannot take Jitsumu Kunren (Internship) due to unavoidable reasons including illness. Participants conduct research under the supervisor and learn how to acquire new knowledge and methods of analysis.

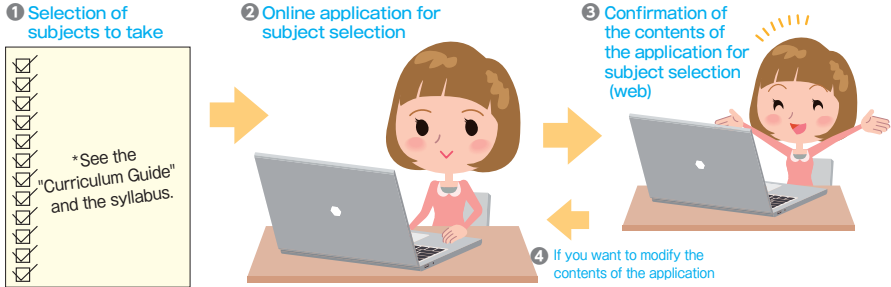


## 5. From subject registration to notification of grades

Students cannot graduate from the university unless they take class subjects and earn credits. For details of requirements for graduation and procedures, please refer to the "Program Guide" separately distributed.

Subject registration is made online. (The procedure is as follows.)

### 1) Procedure for application for subject selection



[Time to apply] *Subjects for the first term: at the beginning of the first term*  
*Subjects for the second and third terms: at the beginning of the second term*

Note: Application for subjects offered in the third term is to be made at the beginning of the second term.

### 2) Points to note in taking lectures

You have to attend every class. If you are frequently absent, your permission for participation in the lecture may be canceled and you may not be permitted to take an examination. With regard to lecture subjects and exercise subjects, self-learning outside the lecture room is included in the number of hours required for earning credits. As a result, even if you attend every class, still your permission for participation in the lecture may be canceled and you may not be permitted to take an examination if the number of hours of your self-learning is insufficient.

### 3) Examinations, etc.

- ① Students are required to take written examinations in principle, but examinations may be replaced by submission of reports, oral examinations or experiment reports. For details, please see the syllabus (Class Subject Outline) or ask lecturers.
- ② For the date and time, etc., of the examination, please refer to a notice or lecturers' instruction.
- ③ For details of examinations, make-ups and re-examinations, please see the "Program Guide".

**Warning:** Cheating or any other dishonest act in examinations is strictly prohibited!

#### Handling of dishonest acts (such as cheating) in examinations

A student involved in any **dishonest act** in any examination, including term-end and mid-term examinations, shall be subjected to disciplinary action including "**suspension**" under the provision of Article 73 of the University School Regulations. Such a student's **examination results are nullified not only for the subject affected by the dishonest act but also for all the subjects in the relevant term, and no opportunity for re-examinations will be given.** As a result, the student will be forced to repeat a year, and graduation is deferred.

## 4) Grades

Evaluation method and assessment points are explained in the syllabus of each subject. Students' academic results can be confirmed in the student information system. Grades of the first term are updated at the end of August, grades of the second term early February in the following year, and grades of the third term in the middle of March. If necessary, log in to LiveCampus from the Academic Affairs Student Support ICT system general information page (linked from the 'For existing students' page and 'Education' pages of the official University website), and check the status of your academic results there.

## 5) System for raising objections to evaluation results

Students who have questions about their evaluation results should directly ask the teaching staff member responsible for the relevant subject; however, in the event that the questions are not resolved even after contacting the staff member, such students may raise objections to their evaluation results using this system, under certain conditions. See the notice posted by the Division of Academic Affairs for details.

## 6. Student Commendation System

The Student Commendation System is a system where the President, with the resolution of the commendation committee, determines and commends a student of the University or a group composed of students that falls under any of the following items and is recommended by faculty members such as the course director, the program director and the lecturer under the provisions of Article 72 of the University Rules. As a general rule, the commendation ceremony is held during the graduation/completion ceremony.

### [Students to be commended]

- 1 Students recognized as having achieved especially brilliant results in academic / research activities.
- 2 Students recognized as having made especially great achievements in extra-curricular / social activities.
- 3 Students recognized as having performed an act no less great than achievements mentioned in Item 2 above, which deserves commendation.



## 7. Academic and Career Paths

### 1) Graduate Programs

The educational programs in the university are designed for all undergraduate students to advance to a Master's course. Internal undergraduate students who fulfill the requirements set by the individual Master's programs are allowed to enter the corresponding course without taking the entrance examination. The requirements for this Internal selection based on recommendation are as follows, but may be modified.

Graduate School of Engineering	Course/Branch	Content	
5-year Integrated Doctoral Program	Science of Technology Innovation	All students who wish for admission through internal recommendation shall perform a self-recommendation to this department and go through a document review and interview. The document review shall be performed from academic results in the third year, GPA and TOEIC score to determine whether they exceed a certain level or not. After the document review and interview, candidates for internal recommendation will be decided. The candidates will qualify for the internal recommendation to this department. Those who miss this process can advance to graduate school if they pass an academic entrance examination for the graduate school. The interview is carried out in both English and Japanese.	
Master's Program	Master's Program in Engineering	Mechanical Engineering	Students who satisfy all the requirements shown below are eligible for internal selection based on recommendation. <ul style="list-style-type: none"> <li>To take all the compulsory specialized subjects in the third year.</li> <li>To meet the standard for taking compulsory subjects in the fourth year.</li> <li>To take a TOEIC test and get a score equal to or exceeding the prescribed threshold.</li> <li>To have an academic record within the upper 80% of the class.</li> </ul> The order of academic records is calculated with the use of grades of prescribed special subjects and compulsory English subjects, and TOEIC scores.
		Electrical, Electronics and Information Engineering	Students who achieve a certain level of GPA relating to specialized subjects for the third year and a certain level of TOEIC score are eligible for internal selection based on recommendation. Even those who are not chosen for recommendation can advance to graduate school if they pass an academic entrance examination for the graduate school.
		Information and Management Systems Engineering	Students with a certain level of comprehensive grades (GPA) as calculated using a method specified by the course for academic results in the third year, and with a certain level of TOEIC scores.
		Materials Science and Bioengineering	Students who intended to move on to a graduate program at the Nagaoka University of Technology, and who achieve a certain level of grades (based on GPA and TOEIC scores) are eligible for the internal selection on recommendation.
		Civil and Environmental Engineering	Students who satisfy the "subject selection standard for taking compulsory subjects for the fourth year" specified in the "Program Guide" of the Undergraduate Program at the end of the third year and obtain a certain level of class grades for the third year and a certain level of TOEIC scores, etc are eligible for internal selection based on recommendation.
		Nuclear Technology	This course is offered only in the graduate school, independently from the Undergraduate Program. The standard for internal recommendation will be in accordance with the similar standards of each course. Students desiring to advance to this program should consult the course director of the course they belong to at present.
		System Safety Engineering	This course is offered only in the graduate school, independently from the Undergraduate Program. The standard for internal recommendation will be in accordance with the similar standards of each course. Students desiring to advance to this course should consult the course director of the course they belong to at present.

## 2) Employment

Students are to be provided with employment support by career advisors and the job-hunt support office of each course, as well as the Section of Career Counseling of the university. They provide guidance and advice necessary for job-hunting activities, taking into consideration students' desires and aptitudes.

The job-hunt support office of each course provides guidance and a range of employment-related information, such as job-opening information sent to the course, as well as holding company information sessions.

The Section of Career Counseling of the university posts information about job openings, received from companies and other organizations, on the university website, accessible through the university's job-opening information browsing system (in Japanese). This section also provides various kinds of job-hunting guidance, mock interviews, joint company information sessions, and other support services.

Employment-related information available on the first floor of the University Library includes materials about job-hunting guidance and various events, job-placement magazines, information about public service jobs, and information about events in Niigata and other prefectures. These materials are free to take, except those that may not be taken out (which may be read only at the library). For company brochures and other special materials, ask at the Section of Career Counseling.

### (Request: Submission of "Report of (informal) decision of employment")

As the University has been obliged to understand the employment situation, to create statistical materials and to respond to an inquiry in connection with the survey on informal job offer situations conducted by MEXT and the Ministry of Health, Labor and Welfare, please submit the "Report of (informal) decision of employment or advancement to graduate schools, etc." if you are informally designated as an employee. Use the Educational Affair and Student Support ICT system to input data for the "Report of (informal) decision of employment or advancement to graduate schools, etc."

The Office will observe the Privacy Policy of the University in handling information obtained through said "Report of (informal) decision of employment". Your name will not be disclosed in any way, and other data items will not be used for any purposes other than those mentioned above.

- How to Use the Job-Opening Information Browsing System of the Nagaoka University of Technology  
<https://st.uc.career-tasu.jp/login/?id=e1cc13f821a4eed280d04dce198e169e>

The Job-Opening Information Browsing System is planned and operated by the Section of Career Counseling.

- ▶ The Job-Opening information that the university has received can be searched and browsed.
- ▶ User ID/password will be provided separately.



- Employment Related Information  
[https://www.nagaokaut.ac.jp/shinro/syusyoku/syusyoku\\_mado/syusyoku\\_mado.html](https://www.nagaokaut.ac.jp/shinro/syusyoku/syusyoku_mado/syusyoku_mado.html)

[Contact] section of career Counseling (Counter No. ⑩) TEL 0258-47-9251, 9252

E-mail : syusyoku@jcom.nagaokaut.ac.jp



## III .Campus life

### 1. Student ID Card

The Student ID Card is evidence of your status as a student of the University, and should be presented whenever ordered by faculty members of the University. It is also used for the attendance management system.

This university Student ID (IC Card) is required in the library, the computer room for students' self-learning and the certificate issuing machines.

Should it be lost, please report it to the officer in charge of Division of Academic Affairs, Section of Educational Information (Counter No. ⑤), immediately since unauthorized use of the systems must be prevented.

In addition, please do not fail to return your Student ID Card to the University when you are no longer a student due to graduation/completion or withdrawal.

### 2. Payment of the tuition fee and other expenses

#### 1) Tuition Fee

The tuition fee should be charged directly to your bank account.

Deposit the tuition fee into your bank account by 15:00 on a bank business day immediately before the day when the fee is charged to the account.

To register or change your transfer account, please click "Click here to register or change your transfer account" at the URL below.

<https://www.nagaokaut.ac.jp/zaigakusei/syougakushien/jugyoryo.html>

Once registered, an account does not need to be re-registered until graduation (completion) unless there are changes.

If you apply for exemption of tuition fees, you are temporarily exempted from payment of the tuition fee until you are notified of the decision of exemption.

Annual Tuition	Amount Charged		Date of Withdrawal
			* If this date falls on a bank holiday, it will be postponed to the next.
535,800 yen ※	first half	267,900 yen	June 1
	later half	267,900 yen	November 1

※In the event of revision of the amount of the tuition fee while you are at the University, the new amount will start to be applied at the time of the revision.

#### 2) Fee of the Education Promotion Association

You are requested to pay the Education Promotion Association fee of 20,000 yen at the time of entrance to the university.

This fee is used as grants-in-aid for students' welfare programs, extracurricular activities and education/research activities. We would like you to cooperate in order to activate various students' activities.

#### 3) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai), Liability Insurance for Students Pursuing Education and Research (Gakkenbai)

Regular students and international exchange students should pay the insurance premiums corresponding to the period of attendance when they enter the University. (All the students should be insured in the University)

If you take a leave of absence or repeat a year so that you stay at the University longer than the prescribed period of attendance, you will have to pay the insurance premiums up to graduation.

##### ■ Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

Term of insurance	Gakkensai	Commuting coverage	Total insurance premiums
1 year	650 yen	350 yen	1,000 yen
2 years	1,200 yen	550 yen	1,750 yen
3 years	1,800 yen	800 yen	2,600 yen
4 years	2,300 yen	1,000 yen	3,300 yen
5 years	2,800 yen	1,250 yen	4,050 yen

##### ■ Liability Insurance for Students Pursuing Education and Research (Gakkenbai)

Term of insurance	Total insurance premiums	Term of insurance	Total insurance premiums
1 year	340 yen	4 years	1,360 yen
2 years	680 yen	5 years	1,700 yen
3 years	1,020 yen		

#### 4) Expenses for freshmen's training camp

Juniors are required to pay the expenses for freshmen's training camp.

### 3. Study Support System

#### ◆ Study Support System for Undergraduates (Japanese students only)

This is a new study support system launched in the 2020 academic year for undergraduate students (Japanese students only). This system has been put in place so that students can continue their courses without worrying about having to abandon their studies for financial reasons. There are two types of support available to students who meet certain criteria in terms of household income and academic ability, and who make the necessary applications. They are the 'Benefit scholarship' and the 'Exemption of Tuition fees'.

In order to receive support through this system, students must apply to the university for reduction or exemption of tuition and other fees, and to the Japan Student Services Organization for a benefit scholarship, and be accepted. Depending on the support classification of the accepted scholarship students, the amount of scholarship money and reduction or exemption of fees will be determined as below.

Support classification	Benefit scholarship (Monthly)		Admission fee	Tuition fee (Semi-annually)
Classification I Full support	Living with parents	29,200円	Full exemption	Full exemption
	Not living with parents	66,700円		
Classification II 2/3 support	Living with parents	19,500円	2/3 exemption	2/3 exemption
	Not living with parents	44,500円		
Classification III 1/3 support	Living with parents	9,800円	1/3 exemption	1/3 exemption
	Not living with parents	22,300円		

Note: The Ministry of Education, Culture, Sports, Science and Technology has announced that, starting in the 2024 academic year, the new study support system will expand the scope of support to include middle-class households with multiple children from the perspective of supporting child rearing. Details will be posted on the University's website and other means as soon as new information becomes available.

#### ◆ Tuition fee exemption scheme for graduate school students and international students

In any of the following events, students may be exempted from all or half of the tuition fee for the first (latter) half-year through the selection process within the University.

- 1) If the student has difficulty in paying the tuition fee for economic reasons and is recognized as having a good record at school.
- 2) If the student is recognized as having extreme difficulty in paying the tuition fee because a person mainly paying his/her school expenses (school expense payer) passes away or the student or his/her school expense payer experiences a disaster (a typhoon or flood) within six months before application.

※Notwithstanding the foregoing, students who repeat a year and stay at the University longer than the prescribed period of attendance (except for special reasons such as illness and studies abroad) are not eligible for the selection process.

Details of the application procedures will be notified on **the Bulletin Board and the website for Existing Students** (See **III. Campus Life 20. How to contact the university urgently for the URL**) so please submit the necessary documents by the designated date.

Applications will not be accepted after the due date, for any reason whatsoever.

## 4. Scholarship program

### ◆ VOS scholarship student/ super VOS scholarship student system

The University aims to produce human resources having a spirit of **Vitality, Originality** and **Services** to society. Thus the **VOS** scholarship student system as mentioned below is established for the purpose of selecting especially excellent students from graduates of colleges of technology all over Japan and training them to become leading international engineers and researchers with practical and creative capacity and a spirit of VOS through an educational system whose curriculum integrates the undergraduate and graduate levels.

It should be noted that the VOS scholarship and exemption of the tuition fees may be canceled if the student acts in a way that is contrary to the spirit of the VOS scholarship student system.

### [ Conditions applicable to scholarship students ]

Scholarship students entering the University as freshmen	Students entering the first year of the Undergraduate Program or promoted to the third year who have an extremely good record for the first and second year.		
	VOS scholarship students	Up to 8 students (including Super VOS scholarship students)	Exempted from half of the tuition fees of two years from the third year of the Undergraduate Program.
	Super VOS scholarship students	Some out of the VOS scholarship students	Exempted from all of the enrollment fee at the time of advancing to graduate school, half of the tuition fees from the third year of the Undergraduate Program to the Master's Program, and all of the tuition fees after advancing to the Doctoral Program (latter period).
Scholarship students entering the University as juniors	Students who graduated from the regular course of colleges of technology with a good record and are entering the University as juniors through the recommendation-based examination.		
	VOS scholarship students	Up to 20 students (including Super VOS scholarship students)	Exempted from the enrollment fee for entering the Undergraduate Program and half of the tuition fees for two years after entrance to the university.
	Super VOS scholarship students	Up to 10 out of the VOS scholarship students	Exempted from all of the enrollment fee, all of the enrollment fee at the time of advancing to graduate school, half of the tuition fees from the third year of the Undergraduate Program to the Master's Program, and all of the tuition fees after advancing to the Doctoral Program (latter period).
Scholarship students who are commended	Students who graduated from the undergraduate school with a good record and are advancing to the master's course of the graduate school		
	VOS scholarship students	Up to 8 students (including Super VOS scholarship students)	Exempted from all of the enrollment fees for entering the Master's Program and half of the tuition fees for two years after entrance.
	Super VOS scholarship students	Some out of the VOS scholarship students	Exempted from all of the enrollment fee at the time of advancing to graduate school, half of the tuition fees of the Master's Program, and all of the tuition fees after advancing to the Doctoral Program (latter period).
Scholarship students from the advanced course of colleges of technology	Students who graduated from the advanced course of colleges of technology with a good record and are entering the Master's Program of the graduate school through the recommendation-based examination.		
	VOS scholarship students	Up to 10 students (including Super VOS scholarship students)	Exempted from all of the enrollment fee for entering the master's course and half of the tuition fees for two years after entrance to university
	Super VOS scholarship students	Some out of the VOS scholarship students	Exempted from the entire enrollment fee, half of the tuition fees of the master's Program, and all of the tuition fees after advancing to the doctoral Program (latter period).

## 5. Scholarships

Scholarships provided by the Japan Student Services Organization (JASSO), local governments and others, scholarships for international students are available. These scholarships are provided or supplied to students who are excellent both at studies and personal characteristics, healthy, and recognized as having difficulty in financing their education due to economic reasons. Even if such a student is selected as a scholarship student, [provision of the scholarship may be suspended or other measures may be taken if the students are not doing well at school.](#)

### 1) JASSO Scholarships

#### ① Type of scholarships and the monthly amount of loan

Type of scholarships	Monthly amount of loan	
Type I Scholarship for undergraduates (interest-free)	Commuting to school from home	Select from 20,000 yen,* 30,000 yen, and 45,000 yen
	Commuting to school from a place other than home	Select from 20,000 yen,* 30,000 yen, 40,000 yen,* and 51,000 yen
Type II Scholarship for undergraduates (with interest)	Select from 20,000 yen ~ 120,000 yen (in units of 10,000 yen)	
Type I Scholarship for graduates (interest-free)	Consistency Doctoral Program of the graduate school 1st and 2nd year	Select from 50,000 yen and 88,000 yen
	Consistency Doctoral Program of the graduate school 3rd to 5th year	Select from 80,000 yen and 122,000 yen
Type II Scholarship for graduates (with interest)	Select from 50,000 yen, 80,000 yen, 100,000 yen, 130,000 yen and 150,000 yen	

\*Only students enrolled in the 2018 academic year or later (excluding those enrolled through transfer as juniors) can select these monthly amounts.

#### ② Types of adoption and application procedures

Type of adoption	Type of scholarship	Applicant	Application procedures
Regular adoption	Reserved adoption Type I Scholarship Type II Scholarship	Those who have been appointed to a candidate recipient in an academic year before entrance to university.	Submit the "Report of Advance to School" immediately after entrance to the university. If you do not submit the report, your application will be handled as revoked.
	Adoption of existing student Type I Scholarship Type II Scholarship	Those who apply for grant of the scholarship after entrance to the university and while they are in the university.	Please refer to the guidance on the website, and take procedures prior to the prescribed deadline.
Others	Emergency adoption Type I Scholarship	Those subjected to a sudden change of the family budget due to unemployment or death of a person mainly supporting the family or natural disasters.	This is an emergency measure in case of a sudden change of the family budget. Should such a situation arise, please consult Section of Scholarships, Division of Student Affairs.
	Temporary adoption Type II Scholarship		

[Details about the application procedures will be notified on the Bulletin Board and the website for Existing Students \(See III. Campus Life 20.How the university notifies students for the URL\).](#) Please submit the application documents prior to the prescribed deadlines.



Loan period	The shortest time from the time of adoption to graduation, in principle. * The scholarship will be suspended or discontinued if the student repeats a year due to poor academic results, and the scholarship will be paused if the student takes a leave of absence.
Payment of scholarships	Payment by bank transfer to the scholarship student's personal bank account from JASSO.
Method of transferring the scholarship	The scholarship for the month will be transferred once a month (without notification of transfer). * In the case of students in the final year, the scholarship for February and March will be transferred together in February.
Date of transfer of the scholarship	The date of transfer is the eleventh day of each month (except April 21 for payment in April, and May 16 for payment in May). * If said date falls upon Saturday, Sunday, a holiday or a bank holiday, the day before said date will be the date of transfer.
Report of a change (including a leave of absence and withdrawal)	In the case of any change including a leave of absence and withdrawal, please report to Section of Scholarships, Division of Student Affairs, and submit the request (report) for a change concerning the scholarship student.
Request for Continuance of the Scholarship	To be distributed around December each year. The "Request for Continuance of the Scholarship" should be submitted within the period specified by the University. * The timing of submission is announced by a notice.
Repayment of the scholarship	To be repaid in monthly installments after graduation from school.
Postponement of repayment of the scholarship	· When the student enters a more advanced school after graduation (Repayment may be postponed upon request). · When repayment is difficult for proper reasons including illnesses and natural disasters (Repayment may be postponed upon request).
Exemption from repaying the scholarship	· Graduate students who borrow the Type I Scholarship and are recognized by JASSO as making especially excellent achievements while they are in graduate school · The scholarship students' death or physical/mental disability (Repayment may be exempted upon request).

## 2) Scholarships granted by local governments and private scholarship organizations

These scholarships are offered either through universities or directly by the scholarship organizations. Each offer of a scholarship through the University will be posted on the website below and ILIAS. If you wish to apply, please submit the application documents prior to the prescribed deadlines.

Student Life > Scholarship Programs >

Scholarships Offered by Local Governments and Private Scholarship Foundations



## 3) Nagaoka University of Technology Fund Scholarship

Students having difficulty in schooling due to sudden changes in their household finances or other reasons may be provided with a scholarship to support their learning. In the event that a student's school expense payer dies or goes into personal bankruptcy, or the school expense payer's house has been completely destroyed, extensively or seriously damaged, inundated above the floor level, or totally or partially burnt down due to an earthquake, a flood, a fire, or other reasons, an amount up to ¥600,000 will be provided according to the extent of the damage. Only one application is accepted for each event. This scholarship does not require repayment.

## 4) Nagaoka University of Technology Fund for the Late Takata Morimasa Scholarship

Nagaoka University of Technology (NUT) received a donation from the parents of the late Morimasa Takada, a former faculty member of NUT. Based on this, NUT has established a scholarship program for students who have graduated from NUT's engineering program, continued on to NUT's master's program, and received a student commendation (for academic performance and research activities), with the aim of supporting the development of human resources who will contribute to society. This scholarship does not require repayment.

## 5) Nagaoka University of Technology Fund ZeroOne Laboratory Scholarship

This scholarship program, funded by a donation from Mast Top Co., Ltd., aims to support the studies of Japanese students with outstanding academic achievements who are enrolled in their junior year and specializing in either Electrical, Electronics and Information Engineering (Information, Telecommunication and Control Systems Engineering Course) or Information and Management Systems Engineering. This scholarship does not require repayment.

## 6) Scholarships for international students

There are two types of scholarships for which privately-financed international students can apply, as mentioned below, and each has a different application procedure. **Details about these scholarships will be announced on the bulletin board for international students, the website for international students (See III. Campus Life 20. How the university notifies students for the URL) and by email so please check the bulletin board every day so as not to miss information.**

### ① Scholarships requiring recommendation by the University (including the Scholarships for Privately-Financed International Students)

These are scholarships that require recommendations to private organizations, etc. by the University, and, as a result, require a selection process within the University. In order to be recommended by the University, "Scholarship Registration for Privately-Financed students" is required.

### ② Scholarships not requiring recommendation by the University

Anyone can apply if the conditions for application are met. For some scholarships the University is required to assemble application forms. For other scholarships students can apply directly.

## 6. Student discount of fares (Student discount certificate for JR), Certificate of student registration

### 1) Student discount of fares (Student discount certificate for JR)

Description of the system	Travel fare discount (a discount of 20% of the standard fare) you can use when you travel a one-way distance of 100km or longer with the use of JR.
Intended use	Homecoming, job-hunting activities, educational activities, extracurricular activities, and business trips and attendance to conferences under instructions given by the University.
Maximum number of certificates to be used in a year	Around 10 sheets (between April and March in the following year)
Expiration date	3 months from the date of issuance (however, certificates issued to students in the final year on and after January 1 will expire on March 31).
Method of application, issuance	Please use the certificate issuing machines (installed in the waiting room in front of Division of Academic Affairs and Division of Student Affairs, and in front of the entrance gate on the second floor of the library). * In order to use the certificate to return from the Jitsumu Kunren (Internship), please apply by mail, enclosing a self-addressed envelope with a stamp attached to it.
How to use	Show the certificate when buying a ticket at the ticket office
Precautions	When you use the certificate, do not fail to carry your student ID card with you, for you may be asked to present it. You have to be responsible for management of the certificates issued to you. Do not misuse the certificates. If you misuse one, the university may be prohibited from issuing student discount certificates, in addition to you being punished.

## 2) Certificate of student registration

Purpose	Discount you can use when you purchase a commutation ticket for JR and bus	
Intended Use	Only for commuting to school.	
How to apply / Issuance	JR	Fill in the Request for Issuance of Certificate of student registration, and submit the form with your photo (3cm x 3cm) to the counter of Division of Student Affairs (Counter No ⑨). You have to apply for issuance no later than two days before the day you intend to use the certificate.
	Bus (Echigo Kotsu, Niigata Kotsu)	You can buy the commutation ticket at a discount without certification by the university. Fill in the form at the ticket office, present your student ID card and buy the commutation ticket.
	For practices (internship, etc.)	If you wish to have the certification, apply at Division of Student Affairs (Counter No ⑨) no later than one month before the date to leave for your internship (Please see the Internship Guide for details).

## 7. Health Management

### 1) Periodic health examinations

Health examinations including examination with a stethoscope, percussion, measurement of the blood pressure, urinalysis and chest x-ray radiography is conducted for all students in Spring of every year, under the School Health and Safety Act. **Every student has to take this examination.** This is designed to accurately understand each student's physical conditions, including the existence of medical diseases, detect abnormalities at an early stage and instruct proper treatment. **Health certificates, which are required for job-hunting activities, are issued on the basis of this periodic health examination.**

### 2) Health consultation, counseling (Student Counseling Room)

In the Physical Education and Health Care Center, school doctors, external medical specialists and counselors provide health consultation and counseling. **If there is anything wrong with you, or you have any concern, feel free to consult them at any time.** Of course the contents of your consultation are kept strictly secret.

### 3) Infectious diseases (influenza, COVID-19, etc.)

In general, if you are infected with an influenza virus, or other types of viruses, it is said that the virus will be released for three to seven days after symptoms (such as fever) appear, and droplets may cause mass infection.

If you are a healthy adult, the temperature goes down in a few days, but you have to rest at home until five days have passed after appearance of the symptoms and two days (or one day for COVID-19) have passed after the temperature goes down in order to prevent prevalence.

If you contract an infectious disease such as influenza or COVID-19, you will not be allowed to attend classes for a certain period of time, in order to prevent the spread of the disease to others. However, if you have reported it, you will be considered to have attended classes during that period. If you receive a diagnosis or test results for influenza or other infectious disease, immediately submit a "Report of Influenza, COVID-19, or Other Infectious Diseases" ([https://www.nagaokaut.ac.jp/gakusei/seikatsu\\_cyui/influenza.html](https://www.nagaokaut.ac.jp/gakusei/seikatsu_cyui/influenza.html)) to the Division of Student Affairs ([gakuseigroup@jcom.nagaokaut.ac.jp](mailto:gakuseigroup@jcom.nagaokaut.ac.jp), Tel: 0258-47-9253). In addition, please contact your supervisor and other relevant teaching staff members in charge of the classes and courses in which you are involved.

It is also important to always take care of yourself and try to prevent the spread of disease, by getting enough rest, eating a balanced diet, gargling, washing your hands, wearing a mask in crowded places, etc.



#### 4) Possession of the health insurance card

If you live away from your parents, always carry your card in case of sickness and injury in your daily life.

#### 5) Points to note in your daily life

As a university student, you may start to live alone and prepare meals by yourself, or have more opportunities to eat out. You should try to eat nutritionally balanced foods and sleep well.

#### 6) Drinking

With more and more opportunities to drink alcohol at events welcoming new students, as well as at parties, accidents associated with **acute alcohol poisoning** increase every year. Be aware that too much drinking may not only cause trouble for others but also **cost you your life**. Stick to "moderate drinking", and **take adequate care not to drink, or have others drink, in a reckless manner, including ikki-nomi (draining the glass without stopping)**.

### **WARNING : Do not cause any accidents when you drink!**

- At a certain university, **one freshman (male, minor) died of alcohol poisoning at an event for welcoming new students. Of all the sophomores involved in the event, one was expelled from the university, four were suspended from the university for an indefinite period and eleven were reprimanded.**
- There are many events involving drinking in campus life. **Be aware that you may be expelled from the university if you force someone to drink, and that you must not allow minors to drink.**

**No binge drinking/ "chugging" / "ikki-nomi" !**

#### 7) Smoking

**Smoking is prohibited in the campus** in accordance with the Health Promotion Act. The Physical Education and Health Care Center gives advice on quitting smoking, so feel free to visit the Center for consultation.

## 8. Promoting Diversity and Gender Equality

Based on the Nagaoka University of Technology Basic Plan for the Promotion of Gender Equality, we are working to promote a variety of initiatives to enable diverse students to experience a fair and equal university lifestyle, regardless of age, gender, or race/ethnicity. Information for students is available on the university's Office for Gender Equality website, under the title "Nurturing Next-generation Researchers." This includes:

- Information for students facing pregnancy, childbirth, and childcare
- Information on facilities such as multipurpose toilets, the female-only lounge, diaper changing stations, baby chairs, and accessible parking spaces.
- Introductions of researchers and engineers who serve as role models, including alumni who have taken paternity leave
- Information on intimate partner violence(domestic abuse), serving LGBT+ students and a class for graduate students titled "Social Skills during consideration of Diversity"



## 9. Various insurance systems

### 1) Personal Accident Insurance for Students Pursuing Education and Research

The Personal Accident Insurance for Students Pursuing Education and Research (PAS usually called Gakkensai) is an indemnification program designed to grant necessary benefits to indemnify for an injury, etc., caused by a sudden or random accident of an external origin in the course of educational and research activities (including commuting to school and extracurricular activities), thereby contributing to enhancement and development of education and research activities of universities. All the students of this university are required to enroll in this insurance at the time of admission.

For information on the premiums, see III. Campus Life 2.Payment of the tuition fee and other expenses.

#### ■ An "injury" shall include the following items but shall not include diseases

- ①Toxic symptoms arising suddenly from the accidental inhalation, absorption or consumption of toxic gases or substances in one breath (excluding toxic symptoms arising from continuous inhalation, absorption or consumption).
- ②A physical impediment arising from sunstroke or heatstroke.

#### ■ Other cases not covered by the insurance

Willful acts, acts of conflict, suicide, crime, earthquakes, eruptions, or resulting tsunamis, war, riots, radiation or radioactive contamination, accidents caused while driving unsafely due to being unlicensed or under the influence of alcohol, accidents in the student houses, accidents due to such an act, or in such a place or at such a time as is prohibited by the university, accidents during dangerous outdoor extracurricular activities including mountain climbing and skydiving, etc. Accidents that do not fulfill the conditions of being sudden, unexpected, and of an external origin, such as acute alcoholic intoxication caused by drinking alcohol are not covered.

Scope of compensation	Death benefits	Physical disability benefits	Medical benefits	Additional hospitalization benefits
During regular curriculum / school events	20 million yen	1.2 million to 30 million yen	3,000 to 300,000 yen	4,000 yen per day
During periods when the insured is on school premises other than the above stated. While participating in extracurricular (club) activities outside of school facilities which are reported to the university.	10 million yen	600,000 to 15 million yen	In the case of treatment for 4 days or more 6,000 to 300,000 yen	
During the commute to school or transit between school facilities.			In the case of treatment for 14 days or more 30,000 yen to 300,000 yen	

\* If you have an accident, report to Division of Student Affairs immediately, for the accident may not be covered by the insurance even if it falls under categories above or the insurance money may not be paid if your accident report is delayed.

\* Said number of days for treatment means the actual number of treatment days from the date of the start of treatment up to the date the injury is cured to the extent that the insured can return to normal life (the actual number of days of hospitalization or commuting to hospital). Please note that not all the days during the treatment period are covered.

## 2) Liability Insurance for Students Pursuing Education and Research

The Liability Insurance for Students Pursuing Education and Research (LSR) grants necessary benefits to indemnify for damages for which students may be held legally liable to pay for by injuring a third party or damaging any property belonging to a third party, etc., during their education and research activities (including commuting and research activities). All the students of this university are required to enroll in this insurance at the time of admission.

For information on the premiums, see III. Campus Life 2.Payment of the tuition fee and other expenses.

Scope of compensation	Type of compensation	Amount of compensation
During regular curricular activities, internships, school events, volunteer activities (only if conducted under the control of extracurricular groups approved by the university), educational practice and commuting to and from them.	Compensation for bodily injury	Up to 100 million yen per accident
	Compensation for property damage	

\* The scope of compensation applies both inside and outside of Japan, and includes commuting. Car accidents are not covered.

## 3) Comprehensive Personal Liability and Accident Insurance for Students coupled with PAS (optional)

You can enroll in the Comprehensive Personal Liability and Accident Insurance for Students coupled with PAS for covering cases which are not covered by the Personal Accident Insurance for Students Pursuing Education and Research (PAS) or the Liability Insurance for Students Pursuing Education and Research (LSR) as an option. For more information, consult Division of Student Affairs (Counter No. ⑧).

## 4) Group General Daily Living Compensation Insurance (for accidents during internships)

Group General Daily Living Compensation Insurance is insurance corresponding to injuries during internships (including injuries caused outside the training facilities or on a holiday) 24 hour a day, which are not covered by the Personal Accident Insurance for Students Pursuing Education and Research (PAS). Students are strongly advised to enroll in this insurance in order to prepare for an unexpected situation. For example, if you go out on a holiday and get a fracture, your injury is beyond the coverage of PAS and the insurance money will not be paid. However, the Group General Daily Living Compensation Insurance covers injuries caused at any time of the day, so your injury will be covered. Enrollment is optional, for its compensation may overlap with those of other similar insurance policies you may enroll in. But we strongly advise all the students to enroll in this type of insurance anyway.

■ An "injury" includes the following, but does not include "diseases", "bacterial food poisoning" or "viral food poisoning".

Toxic symptoms arising suddenly from the accidental inhalation, absorption or consumption of toxic gases or substances in one breath (excluding toxic symptoms arising from continuous inhalation, absorption or consumption)

Contents of compensation	Scope of coverage	Injury and death benefits	Injury and residual disability benefits	Injury inpatient benefits	Injury outpatient benefits
	During the insurance period of four to five months since early October, including the period of internship.	In the event of death or residual disability within 180 days of occurrence of the accident (including the day of the accident): the insurance amount 1,000,000 yen			Up to 180 days 3,000 yen per day

\* An example of FY 2023. The amounts may vary according to the enrollment period and the number of subscribers.

## 5) Overseas travel insurance

Students attending an internship program overseas are covered by the "Personal Accident Insurance for Students Pursuing Education and Research" and the "Liability Insurance for Students Pursuing Education and Research", but not by the Group General Daily Living Compensation Insurance (for accidents during internships in Japan). Such students are advised to enroll in the "Gakken Disaster Incidental Study Abroad Insurance" system and take out the appropriate insurance policies.

## 6) Accident Insurance of the Sports Safety Association

You are advised to enroll in the Accident Insurance of the Sport Safety Association, the Sports Liability Insurance, and the Mountaineering Accident Cooperative Insurance of the Japanese Mountaineering Association.

## 7) Automobile insurance (optional)

Students using (possessing) a car must enroll in an optional automobile insurance policy in addition to the mandatory vehicle liability insurance.

\* Unless you enroll in an optional insurance policy, you are responsible to pay the whole amount of the other party's treatment expenses, compensation money (for which the mandatory vehicle liability insurance is not sufficient), and the cost of repair of the other party's car (which is not covered by the mandatory vehicle liability insurance). Students who intend to buy a car should enroll in an optional insurance policy at the time of purchase of the car. If you already possess a car, confirm whether or not you have enrolled in an optional insurance policy. If not, be sure to enroll. You are not allowed to commute by car unless you enroll in an optional insurance policy.


\* See "III. Campus Life 17. Car, motorbike, bicycle, etc."

## 8) Bicycle Casualty Insurance

In Niigata Prefecture, enrollment in bicycle casualty insurance will be mandatory from October 1, 2022. If you use a bicycle, please check "Check Sheet for Enrollment in Bicycle Insurance" on the leaflet posted on the website below and make sure that you are enrolled in bicycle casualty insurance. If you are not enrolled, please enroll in bicycle casualty insurance. If you enroll in "Comprehensive Insurance for Students Lives Coupled with "Gakkensai", you will be covered if you involve in a bicycle accident.


<https://www.pref.niigata.lg.jp/sec/kenminseikatsu/0478143.html>




## 10. Welfare facilities (dining halls, shops, ATM, etc.)

The Commissary includes the following facilities. You can use electronic money (Edy, QIICPay, nanaco, iD, Suica, etc.) at the facilities marked . (For details of electronic money, see III. Campus Life 12. Electronic money)

Scan for the Latest Information



Name	Location	Features	Operating hours	Remarks
1st dining room 	1F	<b>Cateteria-style dining hall</b> *In addition to "Today's special", various kinds of a-la-carte dishes, set meals and noodles are served. *Less expensive than the market price. Nutritionally excellent.	<b>Every day except during the Bon Festival, year-end and New Year holidays.</b> Breakfast 8:00- 9:30 Lunch 11:00-14:00 Dinner 16:30-19:00 (Noodles corner 11:00-14:00) (Last order 13:55).  <b>On Sundays and holidays, during the summer holidays</b> Breakfast 8:30- 9:30 Lunch 11:00-13:30 Dinner 16:30-19:00  <b>During the period from January to March</b> Breakfast 8:30- 9:30 Lunch 11:00-13:30 Dinner 16:30-18:30	Largest in the campus (340 seats)

Name	Location	Feature	Operating hours, etc	Remarks
2nd dining room 	2F	Restaurant-style dining hall *Set meals, bowls of rice with food on top, curry, and pasta.	<b>Only on weekdays</b> Lunch 11:00-14:00 (Last order 13:30) Dinner 17:00-20:00 (Last order 19:50) * During the summer holidays, and during the period from January to March. Lunch 11:00-14:00 (Last order 13:30) Dinner 17:00-19:30 (Last order 19:20)	Relaxing atmosphere (60 seats)
3rd dining room	2F	A reservation is required. *Call extension 2301 for a reservation. For dining together and parties only.		
POPEYE 	1F	Self-service cafe	10:00-17:00 <b>only on weekdays</b> *During the summer holidays, and during the period from January to March Open Hours: 10:30-15:00	Facing the courtyard (52 seats)
All-purpose store 	1st floor	Textbooks, books, magazines, stationery, foods and household products are sold just as in convenience stores. Sale of stamps and postcards, acceptance of courier service.	<b>Monday to Saturday (except on public holidays)</b> Monday to Friday 8:30- 19:00 Saturday 9:00- 17:00 *During the summer holidays, and during the period from January to March Monday to Friday 9:00- 18:00	
Barbershop	2nd floor	A reservation is required. *Call extension 2305 for a reservation. *Less expensive than the market price.	<b>Tuesday to Sunday</b> 10:00- 19:00 (subject to change occasionally)	
ATM corner	1st floor	ATMs of Taiko Bank, Daishi Hokuetsu Bank and JP Bank are installed.	<b>Only on weekdays</b> 9:00- 19:00	
Hall	1st floor	Space for eating, drinking and chatting. *Games, etc., are prohibited.	<b>Open 24 hours</b>	A few vending machines, chairs and tables are arranged.

## 11. Student housing

For all houses, the tenancy period is up to two years (except for LinkTeCH House, which has no set limit).

Name	Eligible residents	Necessary expenses	Overview
Student dormitory (male)	Male students (undergraduate students/ some international students).	Boarding fee, other expenses (electricity, bathing fee and common service expense).	Single: 360 rooms (180 rooms each in Bldg.1 and Bldg. 2) (Inside the campus)
International student house (Female)	Female students (Japanese undergraduate students/ international students).	Boarding fee, other expenses (electricity, gas and water charges, and common service expense).	Single: 50 rooms Japanese: 35 rooms international: 15 rooms (Inside the campus)
30th anniversary student house (mixed)	Japanese graduate students, international students, physically handicapped students, Japanese doctoral students and their spouses.	Boarding fee, other expenses (electricity, gas and water charges, and common service expense).	Single: 19 rooms Couple: 5 rooms (Inside the campus)
International house	International students, foreign researchers (some Japanese male graduate students).	Boarding fee, other expenses (electricity, gas and water charges, and common service expense).	Single: 46 rooms Couple: 8 rooms Family: 5 rooms (Inside the campus)
LinkTeCH House	Japanese students and international students	Boarding fee, other expenses (electricity, gas and water charges, internet connection fees, and common item rental fees)	Shared house Single: 82 rooms (Inside the campus)



## ■ Boarding fees and other expenses relating to student houses

Boarding fees and other expenses relating to student houses should be paid by direct debit from your savings account.

Type of expenses	Amount to be paid		Date of direct debit *If it falls on a bank holiday, it will be postponed to the subsequent business day.	
Boarding fee (Monthly amount)	Student dormitory (Men)		6,000 yen	
	International student house (Women)		9,000 yen	
	30th anniversary student house (mixed)	Single	12,000 yen	Fees for a month are debited on the first day of the relevant month. However, fees for April and May are debited on May 1
		Couple	24,000 yen	
	International House	single (without a bath)	8,000 yen	
		single (with a bath)	10,000 yen	
		Couple	20,000 yen	
Family		24,000 yen		
LinkTeCH House (including related expenses)		32,850 yen	Previous month	
Expenses	Utility charge (according to consumption) and common service expense.		Fees for a month are debited on the first day of the relevant month. However, fees for April and May are debited on May 1.	

- \* Deposit the boarding fee, etc., into your savings account by 15:00 on the business day before the date of direct debit.
- \* The charge for cleaning up the room after moving out is added to the first month's direct debit payment only.

## ■ Free Internet service

Network terminals are installed in each room, so you can use the Internet during the periods below if you have a personal computer and a LAN cable. If you want to use the free Internet service, take the necessary procedure at Division of Student Affairs, Section of Student Support. (counter No.⑧).

<Extramural network> **Monday to Friday: 6:00-8:30, 16:30-1:00 the following morning**  
**Saturday, Sunday and holidays: 6:00-1:00 the following morning (including the holidays of the university)**  
 In spite of the above, the website of the university can be accessed at any time.

## ■ Paid Internet service

Residents of the student houses can receive Internet service for a fee by making an individual contract with Astec Co., Ltd. There is no limit on connection time.

## ■ Application for the student dormitory by currently-enrolled Japanese Students

**We accept applications in September from the existing students** seeking to move into the school houses in April of the subsequent academic year.

Interested persons should contact Division of Student Affairs, Section of Student Support (Counter No. ⑧) .

## ■ Application for the student dormitory by International Students

**We accept applications in July from the existing students seeking to start occupancy in September or October, and in the case of students seeking to start occupancy in April of the subsequent academic year, applications are accepted in December.** You have to leave when your status as of the time of moving-in expires, even if the duration of your residence has not reached two years. Note that the timing of your departure varies according to the timing of moving-in.

## ■ Rules and manners in the student houses

The student houses are a place where students live together. **Stick to the rules and manners so that everyone can live comfortably.** You have to observe the following, and **must not leave your car, motorbike or bicycle behind when you leave!**

**Students are members of society. Try not to bother other people!**

<p>■ <b>Do not utter strange sounds, or shout, or make noises!</b></p>
<p>■ <b>Keep your TV at the appropriate volume level!</b></p>
<p>■ <b>Clean the area you have dirtied!</b> If you get drunk and dirty the common areas of the student houses (lavatory, washroom, corridor and stairs), you will be responsible to clean up. Keep always the areas used by everyone clean.</p>
<p>■ <b>Observe the manners in throwing away garbage!</b> In Nagaoka City, garbage collection (except for recyclable garbage) costs money. You have to buy designated garbage bags. Separate garbage (recyclable or not) in a specified way, put it into a designated garbage bag, and put it at the designated place at the designated time and day. If you live in an apartment, or in a room rented out by the Apartment Rental Association, you must not throw away your garbage at the garbage station for the student houses, etc. For details of methods of separation, see the website, bulletin or brochure of Nagaoka City. * The designated garbage bags are sold at the all-purpose store. The brochure of the city is available at Division of Student Affairs as well.</p>
<p>■ <b>No smoking in the student houses!</b> The University is entirely non-smoking. There are no exceptions to this rule.</p>
<p>■ <b>Observe the rules for living together!</b> In some student houses, all residents are required to join cleanup events, or the duty of the "chief" is assigned to residents by rotation. It will be impossible to live together in a comfortable state if even one resident violates the rules. Participate in a meeting to decide the rules, and observe the rules decided by everyone.</p>

■ **Shinsai Apartment Rental Association (Gesuyoku Kashima Kumiai)**

There are apartments that can be rented at a cost lower than the usual rate in the city, around the campus (within 2km area). Students of this university are not required to pay deposits or key money to rent these apartments.

Interested students should contact the association office below.

You can check for apartment vacancies at the association's website.  
<https://www.kashimakumiai.org/>

**Shinsai Apartment Rental Association Office**

JA Echigo Chuetsu Saizu Plaza  
1593 Nishi Saizu Town, Nagaoka, Niigata 940-2133  
TEL 0258-46-2533 E-mail: kashima@ja-chuetsu.or.jp  
[9:00AM to 5:00PM except on Saturday, Sunday and Public Holidays]

Type	Content	Rent	Rooms
Rental	4.5 Tatami to 7.5 Tatami (shared bath and toilet)	15,000 Yen to 21,000 Yen	705
	5 Tatami to 10 Tatami (with bath and toilet)	29,000 Yen to 40,000 Yen	

■ **Lottery for reservation of Shinsai Apartment Rental Association (Gesuyoku Kashima Kumiai)**

In mid-September Shinsai Gesuyoku Kashima Kumiai offers to the existing students an opportunity to join the lottery for reservation for apartments which accept new residents in April of the subsequent academic year. Details of apartments are announced by a notice, and website of Shinsai Gesuyoku Kashima Kumiai.

## 12. Electronic money

POS register terminals accepting **electronic money** (Edy,QUICPay,nanaco,iD,Suica,etc.) are installed in dining halls, coffee shops and shops, so you can dine or buy goods without cash. When you use electronic money, tell the cashier which type of electronic money you use. Two electronic money chargers (for Edy) are also installed.

Prepare the electronic money card by yourself. It is your responsibility to use the card.



## 13. My Number System

Due to enforcement of My Number system, all people with resident cards, have been notified of their My Number (personal number) one per person.

College students also must provide their My Number to their part-time job employers. In addition, you will need your My Number for the procedures such as national pension, health insurance etc.

Please be careful when handling your My Number notification card and the My Number information itself.

For more information on My Number, see (Ministry of Internal Affairs and Communications) website. [http://www.soumu.go.jp/kojinbango\\_card/01.html](http://www.soumu.go.jp/kojinbango_card/01.html)

## 14. National Pension

All persons above the age of 20, including students, are required to enroll for the national pension. A notification of enrollment with be sent to you by the Japan Pension Service after reaching your 20th birthday.

However, for students, there is a **Special Payment System for Students** to enable students to postpone payment of contributions. Therefore if payment of the premium is not possible while studying, you should apply for application of this system. The application form can be downloaded from the Pension Commission's website or obtained from the brochure available at the Division of Student Affairs.

For more information on insurance premiums and enrollment procedures, please see the Japan Pension Service's website or contact the Nagaoka Pension Office.

(NUT students are eligible to apply for National Pension Contribution Special Payment System for Students. However, the University is not the office of agency service for this system. For details of application, please contact Nagaoka Pension Commission directly.)

(Ref) National Pension Commission

<http://www.nenkin.go.jp/n/www/index.html>

Nagaoka Pension Office (2-9-17 Daimachi, Nagaoka) TEL 0258-88-0003

## 15. Introduction of part-time and Home Teacher jobs

The Section of Career Counseling mediates between students seeking part-time jobs and employers. Please check at the employment assistance counter. For part time jobs within the university, please refer to

**Too demanding part-time jobs may interfere with your studies and health**, so work part-time

only to the extent necessary, only for reasonable purposes, and only under a reasonable plan. No part-time jobs that are unsuitable for students or dangerous, or involve working at midnight will be introduced.

- 1) If you want to work as a private tutor, **take the registration procedure at the Section of Career Counseling**. Jobs as a private tutor are introduced on the basis of the registration in principle.
- 2) You can work part-time in the university either as a **TA (Teaching Assistant) or RA (Research Assistant)**. For more information, **ask your supervisor**.
- 3) International students are required to obtain in advance the **"Permission to Engage in Activity Other Than That Permitted under the Status of Residence"** from the immigration bureau before working part-time, so **apply to Section of International Student Affairs**, if you want a part-time job.

Information of Part-time

(Reference) [https://www.nagaokaut.ac.jp/gakunai/designated/syuusyoku/arubaito\\_info.html](https://www.nagaokaut.ac.jp/gakunai/designated/syuusyoku/arubaito_info.html)  
(accessible only on campus)

## 16. Rental of personal lockers

Personal lockers are lent to undergraduate students so that they can temporarily store their textbooks and work clothes, etc. If you want to rent one, apply to Section of Student Affairs (Counter No. ⑨). The rental period is two **years at the maximum**, up to **January 31 in the second year in the case of students admitted as freshmen, and up to January 31 in the fourth year in the case of students admitted as or promoted to seniors**. When the rental period is about to expire, remove everything in the locker and surrender (unlock) the locker. **If you fail to surrender the locker by the deadline, we will unlock it by force and dispose of your belongings in it**. So please take note.

## 17. Car, motorbike, bicycle, etc.

### 1) Commuting by car, motorbike or bicycle

#### ■ Procedure for commuting by car, motorbike or bicycle

You cannot enter the campus by a car or motorbike for which no parking registration is made. **If you want to commute by car or motorbike, you have to register for parking**. Take the necessary procedure without fail, by referring to page Applications for registration of on-campus parking.

Residents of the student dormitories within the campus who have cars are not allowed to commute by car or motorbike, but they should still register for parking just like commuters by car or motorbike because they have to use the parking lot (in front of the student house) in the campus. The necessary procedure should be taken without fail, referring to page Applications for registration of on-campus parking.

#### ■ Procedure for commuting by bicycle (helmets recommended)

Students are only permitted to park a bicycle with ownership and security registration (Bohan-toroku) on campus.

**Never ride a bicycle drunk, with a passenger, without lights at night, while using an umbrella, while operating a mobile phone, while listening to music with headphones, or in any other way that is considered dangerous.**

Bicycles are part of the "vehicle" defined in Road Traffic Law. If even a bicycle, in violation of the law, causes a traffic accident, the rider is liable for criminal offence. Also, if you have inflicted injury to the opponent, liability for damages arises under the law. In recent years, a court ruled that the mother of a teenager must pay 95 million yen for injury inflicted on a third party by her son while riding a bicycle (2013, Kobe District Court).

Expensive compensation rulings are becoming rampant depending on the magnitude of the damage.

Enrollment in bicycle casualty insurance is mandatory in Niigata Prefecture since October 1, 2022. If you use a bicycle, please check "Check Sheet for Enrollment in Bicycle Insurance"

posted on the website below and make sure that you are enrolled in bicycle casualty insurance. If you are not enrolled, please enroll in bicycle casualty insurance. If you enroll in Comprehensive Insurance for Students Lives Coupled with "Gakkensai", you will be covered if you involve in a bicycle accident.

(Reference) "Niigata Prefecture Promotion for Safety and Proper Usage of Bicycle Bylaw"  
<https://www.pref.niigata.lg.jp/sec/kenminseikatsu/0478143.html>.

(Reference) "Five rules for safely using a bicycle" by the Niigata Prefectural Police  
<https://www.pref.niigata.lg.jp/site/kenkei/zitensya.html>

### ■ Place to park a car, motorbike and bicycle

Park your car, motorbike and bicycle at designated places. **Do not park your car in No-parking zones (lawns, sidewalks and passageways) or on No-parking lines (yellow lines), because your car could interfere with the passage of emergency vehicles and other cars, and obstruct snow removal when snowing.** (For the No-parking zones and the No-parking lines, see the Campus Parking Area Map at the beginning of this brochure.)

### ■ Traffic rules in the campus

Drive your car at **20km/h or slower** in the campus.

When you go out to a peripheral road from the parking lot, stop temporarily and check right and left without fail.

Students are not allowed to drive/ride vehicles (including bicycles) in the courtyard surrounded by the buildings on the campus. For bicycles, get off and walk.

## 2) Management of a car, motorbike and bicycle

### ■ Responsibility for management

**Always lock** your vehicle without fail because it might be tampered with or stolen. A helmet, gloves and other accessories of the motorbike should not be left in the parking lot but should be managed carefully.

**Do not drive a car whose vehicle inspection certificate has expired or a motorbike whose compulsory automobile liability insurance has expired.** If you violate the provisions above, you will be punished for a traffic violation, so take care of the renewal procedure before expiration.

**A car, motorbike or bicycle you do not use any longer due to relocation, graduation or completion should be taken back to your parents' home or disposed of under your own responsibility.**

If you do not use the car or motorbike any longer, a vehicle discarding registration is required. If you assign the car or motorbike to someone, a procedure for change of ownership should be taken. As for those procedures, the destination of application and necessary documents are different according to the type of the vehicle, so see the websites of the Ministry of Land, Infrastructure, Transport and Tourism, the Japan Light Motor Vehicle Inspection Organization or municipal offices for details.

If you want to dispose of a bicycle, call Section of Environmental Service, Nagaoka City Hall (telephone number dedicated for application: 0258-25-0053), attach a "Bulky Garbage Processing Coupon Seal" of the specified price to the bicycle, and place the bicycle outside the front door (or around the entrance on the first floor, in the case of an apartment house or other complex).

If you want to assign your bicycle to a friend, etc., have your crime prevention registration deleted by a bike dealer designated as "crime prevention registration office" and ask the assignee to make a new crime prevention registration.

**An act of leaving a car, motorbike and bicycle you do not use any longer is an outrageous, unforgivable act that a sensible person would never perform. Be sure to dispose of such a vehicle under your own responsibility.**

## 18. No smoking anywhere on the University Campus

This University is completely Smokefree. Please assist us by taking note of the following, and keeping our university smokefree.

### 1) Smokefree areas

All areas of campus are smokefree (including staff and student dormitories, International Student House, 30th Anniversary Student House, LinkTeCH House, and Guest House).

### 2) Who does it apply to?

Our smokefree policy applies to students of the university, university staff and anyone who visits our university. Please note that smoking in parked vehicles on campus or in locations that could be a nuisance to the area's residents (even if outside our boundaries) is prohibited.

### 3) Quit support

Smokers can receive counseling and other assistance in quitting smoking at the Physical Education and Health Care Center.



## 19. Manners for living in society

The university receives many complaints about students' manners. University students are members of society. Observe the rules and behave in a way that does not disturb people around you.

You have to be especially careful about the following items. Do not forget that you belong to the Nagaoka University of Technology. Observe traffic rules, and never perform an unlawful act or create a nuisance.

Traffic rules	<p><b>Adhere to traffic rules!</b> In particular, drunken driving, minors' drinking and dangerous driving such as speeding are strictly prohibited. Do not ride a bicycle with an umbrella up, or without a light at night, or while using a mobile phone. *In the event of an accident, contact the university as shown on Ⅲ . Campus Life 21.How to contact the university urgently (in the event of an incident,an accident or a disaster).</p>
Separating and Dumping Waste	<p><b>Unlawful dumping is strictly prohibited.</b> In order to throw garbage away, separate the garbage in the specified way, put it into the designated garbage bag, and put it at the designated place at the designated time and day.</p>
Consideration for neighbors	<p><b>Do not utter strange sounds or shout at midnight or early in the morning.</b> <b>Do not enter others' private land.</b> If you live in a complex, take adequate care that the TV volume and your other household noises do not annoy the neighboring residents. <b>Unauthorized parking and parking in the street are strictly prohibited.</b></p>
Others	<p><b>Do not smoke on campus. Even outside of university, do not smoke while walking or discard cigarette butts.</b> When using a mobile phone, avoid a place where the use of mobile phones is restricted, and be otherwise considerate of people around you.</p>

## 20. How the university notifies students

In principle, the university notifies students with the use of a notice, so take care not to miss a notice. The university may contact you by phone or e-mail according to the contents, so if your contact information is changed, please change it by yourself on LiveCampus. If your parents' contact information is changed, report the change to Section of Student Affairs (Counter No. ⑨) without fail.

Bulletin board in the Lecture/Welfare Building	<p>In the bulletin board, you will be notified of</p> <ul style="list-style-type: none"> <li>Information relating to campus life (matters related to classes, deadlines for procedures [such as scholarships]).</li> <li>Communication to individual students (including summons).</li> </ul> <p><b>You have to be responsible for any disadvantage caused to you due to your failure to see a notice. "I didn't see a notice" is no excuse.</b></p>
Website	<p>In the page for the existing students</p> <ul style="list-style-type: none"> <li>Especially important news, out of the information announced in the bulletin board of the Lecture building.</li> <li>Formats required for various procedures</li> <li>Bulletin for students "Gakusei Tsushin Challenge!" are posted.</li> </ul> <p><a href="https://www.nagaokaut.ac.jp/gakusei/zaigaku_hogoya/zaigakusei/gakuseishien.html">https://www.nagaokaut.ac.jp/gakusei/zaigaku_hogoya/zaigakusei/gakuseishien.html</a></p> <p>In the Educational Affair and Student Support ICT system (Live Campus)</p> <ul style="list-style-type: none"> <li>Communication relating to subjects you take</li> <li>Information centered on the use of the system are announced.</li> </ul> <p><a href="https://vos-lc-web01.nagaokaut.ac.jp/portaiv2/">https://vos-lc-web01.nagaokaut.ac.jp/portaiv2/</a></p> <p>On the International Students' Information Page</p> <ul style="list-style-type: none"> <li>General information for international students is available</li> </ul> <p><a href="https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/index.html">https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/index.html</a></p>
Telephone and e-mail	<p>If we need to contact you in a hurry, we may individually contact you using the number of the mobile phone registered in the student record note or via stn mail. So in the event of any change in the registered contact information, you should promptly modify your registered information via the Educational Affair and Student Support ICT system (Live Campus). Set your mobile phone as to receive e-mail from the university.</p>
Delivery to stn mail	<p>The university may send especially important information as bulk mail to your stn mail account. <b>Be sure to set up forwarding for stn emails or otherwise check your account settings so that you can always check stn emails from your mobile/smart phone.</b></p>
Others	<p>We may urgently contact with, or send important documents to, your parents or guarantor. <b>So in the event of any change in the address or contact information of your parents or guarantor, you should promptly report the change to Section of Student Affairs (Counter No. ⑨).</b> (Documents for procedures will be distributed.)</p>

## 21. How to contact the university urgently (in the event of an incident, an accident or a disaster)

In the event of any of the following, depending on the situation, report to the related agencies and report to the university as well.

If you are involved in an incident or an accident	<p><b>Please notify the university (lecturer, supervisor or Division of Student Affairs) promptly.</b> Add the "emergency contacts" on your mobile phone or write them down specified on the back cover of this brochure in case anything goes wrong.</p>
If you are involved in a disaster such as an earthquake	<p>In case of a large-scale disaster, we may not be able to contact you due to congestion of telephone lines, so it is advisable for you to <b>contact the university (lecturer, supervisor or Division of Student Affairs).</b></p>
If you catch influenza or other infectious diseases	<p>Please notify the Division of Student Affairs, university lecturer, or supervisor. <b>Refer to III . Campus Life 7.Health Management 3) COVID-19 4) Influenza</b></p>

# IV .Extracurricular Activities

## 1. Student Events

### 1) Nagaoka University of Technology Festival (Gidaisai)

The University Festival (Gidaisai) is held every September.

This Festival, organized by the Gidaisai Executive Committee formed by students, features the opening of laboratories to the public, performances, stage presentations, circle exhibits, and other events, as well as a variety of food stalls.



#### Message from the Gidaisai Executive Committee

The Gidaisai Executive Committee aims to organize a handmade university festival. The Festival is visited by many local residents and serves as an opportunity for exchanges with them and the university. If you have experience helping with school festivals or if you are a new student who wants to join us, [Why don't you join us as a member of the Executive Committee to live on the festival together?](#) We are waiting for you!

### 2) Nagaoka Festival

The Nagaoka Festival, held **between August 1 and 3** every year in the city, is visited by many tourists from within and outside of the prefecture. The main event is the fireworks on the 2nd and 3rd, but the folk-dance parade (Dai Minyo Nagashi) on the evening of the 1st is also a large event, attracting approximately 4,000 participants, including students and faculty members from our university.



### 3) Ball Game Tournaments

In addition to the university's tournaments in ball sports, such as volleyball, there is a joint sports tournament with other universities in the city. Active participation of students is encouraged to compensate for their usual lack of exercise and to deepen friendship with other students.





## 2. Extracurricular Activities

University education involves [classes and other educational/research activities \(curricular activities\)](#) and [voluntary student activities \(extracurricular activities\)](#). Students are encouraged to [participate actively in extracurricular activities](#) to enjoy a pleasant campus life and improve themselves as members of society through communications with fellow students and citizens.

### 1) Procedure concerning extracurricular activities

#### ① Establishment of extracurricular activity groups

To establish a new [extracurricular activity group \(circle\)](#), the circle must be active for at least one year after submitting the intention to establish a student group to the Section of Student Affairs. It is necessary to receive advice and guidance from supervisors, and then to [submit an application for permission to establish a student group](#), accompanied by the group's rules, member list and project plan, to the Section of Student Affairs. (Counter no. ⑨) to receive permission from the president. There are the following four requirements for the establishment of a circle.

- The circle is in line with the university's educational goals.
- The organization is open to all students.
- The circle is active on a routine basis according to its plans.
- There must be at least one supervisor (teacher).
- There must be more than 5 members.
- The activities of the circle must differ from existing extracurricular activity groups.

[The permission is effective from the date of permission to May 10 of the following year.](#) [Circles that wish to continue](#) their activities must submit the Application for Continuing the Student Group to Division of Student Affairs together with its rules, member list and project plan on or [before the designated date every year. If this permission for continuation is not obtained, the circle is deemed to have been dissolved.](#)

#### ② Project reports, changes of purposes, etc., and notification of dissolution

Circles are required to [submit the Student Group Project Report](#) accompanied by the event pamphlet and other printed matter to Section of Student Affairs [by March 31 every year](#). When a circle is to change its purpose or organization, it must submit the Application for a Change related to a Student Group accompanied with the modified rules, member list and project plan. To dissolve a circle, the Notification of Dissolution of a Student Group must be submitted together with the activity situation report.

#### ③ Membership of student groups

If any circle is to join, participate in an event or organize an event jointly with a group outside the university, it is required to receive guidance and advice from its advisor in advance and to submit the [Application for Joining an Extramural Group](#) accompanied by the rules and other documents of the extramural group to the Section of Student Affairs (Counter No. ⑨) in order to obtain permission.

#### ④ Notification of extramural activities (Extramural Activities Management System (Used on campus only))

If any student or circle is to engage in any activity outside the university (e.g., extramural match, training camp, mountain climbing, musical performance, volunteer activities), it is required to obtain approval of the advisor (supervisor) and to [submit the Notification of an Extramural Activity accompanied by the participant list, plan, pamphlet and other documents to Section of Student Affairs](#) at least [three days prior to the activity](#) for emergency contact and other purposes. Be careful as the activity in question will not be covered by the Personal Accident Insurance for Students Pursuing Education and Research if this notification is not submitted. After the event, submit the [Extramural Activities Report](#) as soon as possible.

### ⑤ Meetings and use of facilities/equipment

If any student or circle is to have a meeting (event) using a facility/equipment in the university, approval of the lecturer, supervisor or other persons responsible must be obtained in advance and the [Application for a Meeting \(Event\) and Use of a Facility/Equipment](#) must be submitted to Section of Student Affairs **at least three days prior to the meeting (event)** in question to obtain permission and instructions. When using fire outdoors (e.g., barbecue), the Application for Temporary Fire Use must be submitted to Division of Facilities Management. Since it may be necessary to follow certain social procedures (i.e., notification to the taxation office, fire station, police station, public health center, etc.) to hold a meeting (event), proper arrangements with related parties should be made in advance. For the use of the Centers, Building for Extracurricular Activities, Regional Disaster Prevention Practical Research Center, Club House, athletic facilities and outdoor storehouse for physical education equipment, please refer to the page of each facility.

### ⑥ Fund-raising and sale of goods

If any student or circle is to engage in any fund-raising, sale of goods or other activities involving collection of money on campus, the [Application for Fund-raising/Sale of Goods](#) must be submitted to Section of Student Affairs **at least three days prior** to the activity in question to obtain permission. The statement of income and expenses should also be submitted afterwards.

### ⑦ Posting/distribution of documents, etc

If any student or circle is to post documents, posters or other materials in the Lecture building or Welfare Building, permission of the Division of Student Affairs must be obtained. The date of posting and the department/grade/name/contact address of the person in charge must be stated on such materials. [The posting period is up to ten days in principle. Materials must be removed immediately after the end of the posting period.](#) To distribute printed matter, documents, newspapers, magazines and the like, the Application for Distribution of Printed Matter, etc., must be submitted together with two copies of such printed matter to Section of Student Affairs to obtain permission at **least three days prior** to the distribution.

### ⑧ Use of loudspeakers, etc

If any student or circle is to use a loudspeaker or other sound equipment, the [Application for Use of Loudspeakers](#), etc., must be submitted **at least three days prior** to the use, to Section of Student Affairs (Counter no.⑨) to obtain permission. Care must be taken not to cause hindrance to classes or neighbors. (If necessary, ask for their understanding and cooperation by posting or distributing a notice.)

## 2) Circle list

### (Sports-oriented circles)

No.	Name
1	Soccer Club
2	Tennis Club
3	Automobile Club
4	Track and Field Club
5	Volleyball Club
6	Basketball Club
7	Badminton Club
8	Table Tennis Club
9	Soft Tennis Club
10	Shorinji Kempo Club
11	Mountaineering Club
12	Full-contact Karate Club
13	Japanese Archery Club
14	Swimming Club
15	Yacht Club
16	Motorbike Club
17	Kin-ball Circle
18	Golf Club
19	Soft Baseball Club
20	World Shito-ryu Karate Do Seishinkai International - NUT
21	Futsal Circle

### (Culture-oriented circles)

No.	Name
1	Wind Orchestral Club
2	Wireless Club
3	Popular Music Club (PMC)
4	Tea Ceremony Club
5	Science Study Club
6	Shugaku (sake-tasting society)
7	Arcade Game Laboratory (AGL)
8	Tsurukame Yukyu Drum Society
9	How to ART
10	Technical Education Circle (TEC)
11	Table Game Club
12	Street Style
13	Broadcasting Technology Society (NBS)
14	Virtual Live Studio
15	Chorus Circle
16	Origami Circle
17	Industrial Design Lab
18	Coffee Circle
19	Bible Study Club
20	NUTe e-Sports Circle

### 3. Facilities/equipment used for extracurricular activities

Assembly Building, Building for Extracurricular Activities, Club House, SECOM Hall and athletic facilities can be used for extracurricular activities. For circle meetings etc, lecture rooms can also be used after classes. **As prior application is necessary for use**, details of each facility should be checked and prescribed procedures should be taken.

It is also required to observe the following rules when conducting extracurricular activities.

- Do not make noise or speak loudly so as not to be a nuisance to neighbors and research activities.
- Tidy up the facility, lock the doors and windows and turn lights off after use.
- Do not leave rubbish. Take it home with you

Take sufficient care as the use of on-campus facilities will be banned if rules and manners are not observed.

#### 1) Assembly Building (office of Gidaisai Executive Committee)

The office is exclusively for the Gidaisai Executive Committee.

#### 2) Building for Extracurricular Activities1

The pilot area and meeting room at the bottom (1F) of the building are used by the Tsurukame Yuku Drum Society and the common use room, production/work room and music practice room are used by the Wind Orchestral Club and PMC constantly for their activities and storage of instruments and other things. To use the Building for Extracurricular activities for meetings or other purposes, the above circles should be consulted so as not to overlap with practice times of the circles, and the [Application for Use of Common Facilities for Extracurricular Activities] must be submitted to Division of Student Affairs (Counter No. ⑨) **at least three days prior to the use**.

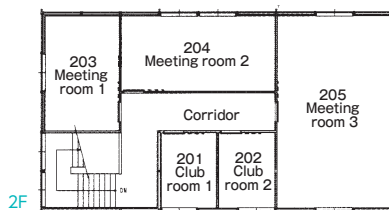
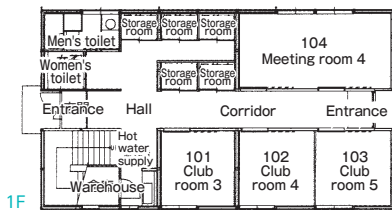
Use hours: **9:00 - 20:00**

#### 3) Building for Extracurricular Activities2

The first floor features three rooms for club, storage rooms and a meeting room; the second floor features two rooms for club and three meeting rooms. In order to use the work room or any of the meeting rooms, an application (Application to use the Building for Extracurricular Activities 2) must be submitted to the Division of Student Affairs (Counter No. ⑨) at least three days prior to use.

Use hours: **9:00 - 20:00**

Building for Extracurricular Activities2 Floor Plan



## 4) Club House

This two-story building on the south side of the university and next to the track field. It can be used by students except during the summer holiday when it is temporarily used for accommodation of technical college students participating in the open house. It can be used at other times except during the new year holidays ( December 29 to January 3), as well as one day before New year holiday and Summer holiday. The [Instructions for Use of the Club House](#) must be observed at the time of use. Otherwise, the use will be canceled.



### Instructions for Use of the Club House

To fulfill the intended purpose of the Club House and use it properly, these instructions must be followed in addition to relevant rules.

1. The permitted purpose and time (9:00 - 20:00) of use must be observed.
2. The Club House cannot be used during the New Year holiday (Dec. 29 - Jan. 3).
3. Slippers must be worn in the facility.
4. The facility must be kept tidy at all times.
5. Care must be taken when handling fire to prevent fire hazards and electric heaters should not be used.
6. The facility and equipment must not be altered, damaged or soiled.
7. It is prohibited to leave things in the social lounge or hallways and occupy places other than designated areas.
8. Items provided in the facility must not be moved, damaged or soiled.
9. Posting of materials should only be done in designated areas.
10. Smoking, drinking and other acts that disturb others in the facility are prohibited.
11. Efforts must be made to conserve electricity, cooling/heating and water.
12. The facility must be cleaned and safety must be confirmed when leaving the facility by checking for fire hazards, turning lights off and locking the door.
13. Garbage must be taken home by the user.
14. The borrowed key must be returned to Division of Student Affairs (Counter No.⑨) immediately after locking the door. If the key is lost, the user must pay a replacement fee.

### Procedure to use Building for Extracurricular Activities 2 and Club House

#### ① Use procedure

- To use Building for Extracurricular Activities 2, check the booking status on the Reservation System, and obtain permission at least three days prior to use.  
\*Making a reservation through Internet

Please access to the website for Circle on the university website and read the condition, precautions, and rule for usage. You can reserve a meeting room from the reservation system for Building for Extracurricular Activities 2 and Club House (You can access the reservation system from the campus local network).

[https://www.nagaokaut.ac.jp/gakusei/campus\\_life/circle/kagai\\_circle.html](https://www.nagaokaut.ac.jp/gakusei/campus_life/circle/kagai_circle.html)

As a general rule, it is not possible to make a reservation for use longer than the per-day time. In cases where it is necessary to make a reservation for a longer time for special purposes, such as for an official university event, submit the following application form at the Division of Student Affairs (Counter No. ⑨).

Building for Extracurricular Activities 2: Application for Use of the Building for Extracurricular Activities

Club House: Use of the Club House

#### ② Use hours

- Monday - Friday 9:00~20:00

#### ③ Holidays

- New Year holiday    ■ Summer holiday
- One day before New Year holiday and Summer holiday
- The day of official university event



access

## 5) Regional Disaster Prevention Practical Research Center Multipurpose Hall

The Multipurpose Hall is used for various events. To apply for use, check with Division of Industry-Academia Cooperation and Research Promotion Office of Regional Co-creation (2nd floor of Library, 1; ext. 9298) for the vacancy status, and submit the [Application for Use of the Multipurpose Hall](#) at least three days prior to the use. If it is to be used by students, signature of a supervisor or equivalent will be required on the Application form. The [Guidelines for Using the Regional Disaster Prevention Practical Research Center Multipurpose Hall](#) must be observed at the time of use.



### [Area and Period for Use]

In addition to using the entire area, you can also use half or one-quarter of the hall. The available periods are as shown in the table below.

Area to Use	All	Half	Quarter
Available Period	1 Week	2 Weeks	1 Month

Note: Exceptions may apply when the President deems it particularly necessary.

### Instructions for use of Regional Disaster Prevention Practical Research Center Multipurpose Hall

When using the Regional Disaster Prevention Practical Research Center Multipurpose Hall, observe the following instructions in addition to the Guidelines for Using the Regional Disaster Prevention Practical Research Center Multipurpose Hall.

1. The permitted purpose and time (9:00 - 20:00) of use must be observed.
2. Regional Disaster Prevention Practical Research Center cannot be used during the New Year holiday (Dec. 28 - Jan. 4).
3. Smoking is prohibited in the entire building.
4. Care must be taken when handling fire to prevent fire hazards.
5. The facility and equipment must not be altered, damaged or soiled. The user must pay for any damage caused by an intentional act or gross negligence on the part of the user.
6. Items provided in the facility must not be moved without permission.
7. Efforts must be made to conserve electricity, cooling/heating and water.
8. After use, the user must leave after restoring the original state of the facility, cleaning, checking for fire hazards, turning lights off and locking the door.
9. Garbage must be taken home by the user.
10. The borrowed key must be returned to Division of Industry-Academia Cooperation and Research Promotion Office of Regional Co-creation immediately after locking the door. If the key is lost, the user must pay a replacement fee.

## 6) Athletic facilities

The [gymnasium](#), [martial arts hall](#), [training room](#), [indoor pool](#), [track field](#) (also used as a soccer field), [baseball field](#), [rugby field](#), [tennis courts](#) [multipurpose turf](#) and [golf practicing ground](#) can be used for extracurricular activities of students when such activities do not interfere with physical education classes or research activities.

### ① Use procedure

To use an athletic facility, check the booking status on the Athletic Facilities Reservation System, and obtain permission at least three days prior to use.

\* Making a reservation through Internet

You can access (<https://nut-sports.rev.nippon.ac.jp/>) from the campus local network. It is possible to reserve an athletic facility from the [Athletic Facilities Reservation System] page.

As a general rule, it is not possible to make a reservation for use longer than the per-day time limit. In cases where it is necessary to make a reservation for a longer time for special purposes, such as for an official university event, submit the (Special) Application for Use of Athletic Facilities at the Division of Student Affairs, Section of Student-Life Support (Counter No. ⑧).

### ② Use hours

■ Monday - Friday 8:30 - 21:00

Time assigned for circles related to the use of athletic facilities (16:00 - 21:00) is posted at the Physical Education and Health Care Center in May and December.

### ■ Holidays 8:30 - 21:00

To use the gymnasium, martial arts hall or training room on a holiday, check the security code to open the gymnasium entrance at the Division of Student Affairs, Section of Student-Life Support (Counter No.⑧) on the day (weekday) before the use.

#### ③ Holidays

##### ■ New Year holiday

##### ■ Summer holiday

■ (Outdoor sports facilities only) Dec. 1 to the day classes begin in the first term of the following year

■ Notices of other special holidays and changes to use hours are posted at the Physical Education and Health Care Center as they arise.

Scan for the  
Latest Information



## 7) Other usable facilities

Lecture rooms in the Lecture building can be used for meetings of circles and other groups after class hours. To apply for use, check if any lecture room is available at Division of Academic Affairs, Section of Student Affairs (Counter No. ④) and [submit the Application for a Meeting \(Event\) and Use of a Facility/Equipment](#) to Division of Student Affairs (Counter No. ⑨) at least **three days prior to the use** to obtain permission.



## 8) Items for loan, etc.

The following items are available for loan for extracurricular activities. To apply, check the booking status at the office keeping the items (Section of Student Affairs, Division of Student Affairs (Counter No. ⑨) or the Physical Education and Health Care Center) and [submit the Application for Borrowing Equipment for Extracurricular Activities](#) at least **three days prior to the use**.

Items kept at the Section of Student Affairs	
Sound amplification system (wireless amplifier) Cord reel	Loudspeaker (handheld microphone)

## 9) Usable facilities outside the university

The following are adjacent facilities that can be used for extracurricular and other activities for reasonable fees.

Name	Address	Capacity (no. of persons)	Charges	Remarks
National Myoko Youth Outdoor Learning Center	6323-2 Oaza-Sekiyama, Myoko, Niigata Tel.0255-82-4321	Main building: Approx.330  Campsite: Approx.200	Accommodation is free Bedding rental 300yen Breakfast 510yen Lunch 560yen Dinner 720yen	Visit the Center website for vacancy and other details.

\* There are also facilities for shared use by national universities in the Kanto-Koshinetsu area at Lake Yamanaka and other locations, as well as facilities managed by the National Institution for Youth Education, including the Bandai Youth Friendship Center, Akagi Youth Friendship Center, Shinshu Takato Youth Outdoor Learning Center and Tateyama Youth Outdoor Learning Center. They are all reasonably priced and highly recommended.

# V .Information on the use of the Library and Centers

## 1. Library



The university library provides a variety of services to allow students to conduct learning and research activities more comfortably. In addition to using library materials, students can study and prepare reports on personal seats or in group reading rooms. Also visit the library website containing various databases and electronic journals.

Library URL : <https://lib.nagaokaut.ac.jp/>

※For details of opening hours and holidays, check the university library schedule at the beginning of this booklet or notices in the library.

Graduate students and 4th year students assigned to laboratories may use the library outside the opening hours (except for during the New Year holiday and on days when the Common Test for University Admissions is held). For details, see the 24-hour Use Guide in the library.

### 1) Open Hours / holidays of the library

Class/Examination periods: 8:30 – 21:00 (weekdays)  
9:00 – 17:00 (Sat./Sun.)

Other periods: 9:00 – 17:00 (weekdays), Closed on Sat./Sun

● Closed on national holidays, summer holiday, New Year holiday and days when the Common Test for University Admissions is held

### 2) Loan period / number of books and DVDs that can be loaned

	Max. no. that can be loaned	Loan period
Books	10	2 weeks
DVD	2	1 week

### 3) Web services (library URL : <https://lib.nagaokaut.ac.jp/>)

The library website provides various services, including the online public access catalog (OPAC), databases and electronic journals. Visit the website by entering the URL above or access from “Library” on the university website.

**It's convenient to know how to use OPAC**  
- Use OPAC for learning and research -

It's easy to check for new materials and popular books!

New books/magazines and popular books (Borrowed Ranking) can be easily found.

Check your status of loan/reservation, return date extension, applications for photocopying articles and book requests can be made from here!

Log in using your integrated account※

Databases can be searched in addition to library materials.

If the book is not available at NUT, you can search the collection of other institutions and order copies or books from them.

※Integrated account: the integrated account for education/research uses the same ID/password used to log in to the student information system.

**How to contact the library**  
 The library counter or Section of Library Affairs  
 Ext. 9264,9262 E-mail: [lib-service@jcom.nagaokaut.ac.jp](mailto:lib-service@jcom.nagaokaut.ac.jp)



## 4) How to use the library

### ■ Entry

Bring your student ID with you and enter from **the entrance gate** on the second floor. Go to the counter if you forget to bring your student ID.

### ■ Exit

To exit, lightly push the bar of the exit gate on the second floor.

### ■ Borrowing / Renewing books

Use the **automatic check-out machine** near the gate on the second floor.

Follow the visual instructions.

### ■ Borrowing / Renewing DVDs

Go to the counter. Borrowed DVDs can also be watched in the AV booths at the library.

### ■ Return of books / DVDs

Use the **book drop** next to the entrance/exit on the second floor (24 hours).

### ■ Finding books and journals

You can search for library materials using the **OPAC terminal** on the second and third floors.

### ■ Photo copying

There are **copiers** on the first and third floors. The one on the third floor can be used by students, and accepts coins for payment. (copiers on the first floor is for faculty members only.)

### ■ Eating and drinking

**Eating and drinking in the library is strictly prohibited.**

If any such act is found, the staff may warn or prohibit the student from entering the library. Use the lounge on the first floor for eating and drinking.

### ■ Entrance for the disabled (1F)

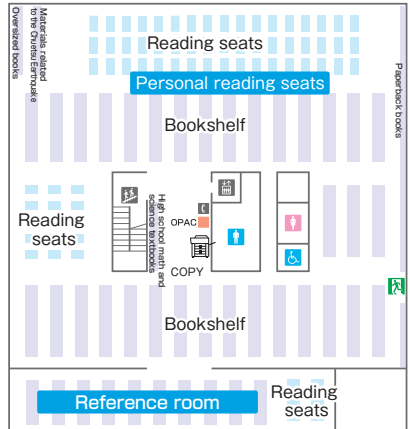
This is used by registered persons only. To use this entrance, **ask at the counter.**

Above the red broken line is inside the library. Enter from the entrance gate on the second floor and climb down the stairs to the first floor.

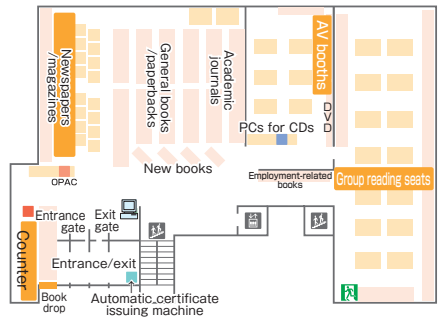
### ■ Wireless LAN

The on-campus wireless LAN can be used in the library.

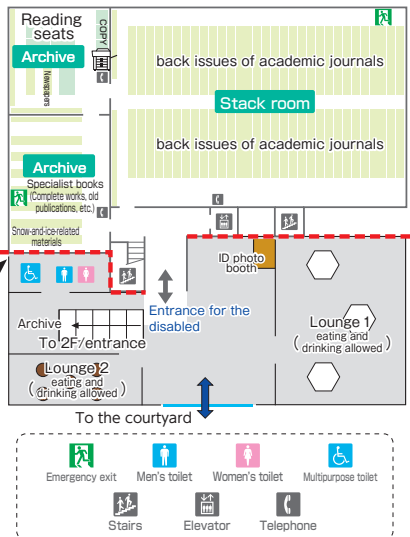
3F



2F



1F



## 2. Physical Education and Health Care Center

The Physical Education and Health Care Center has indoor athletic facilities (gymnasium, martial arts hall, training room, and indoor pool), infirmary, resting room and counseling room.

### 1) Athletic facilities

Athletic facilities and equipment can be used for extracurricular activities by request. For use procedure and other details, read (6) Athletic facilities on IV. Extracurricular Activities 3. Facilities/ equipment used for extracurricular activities.

### 2) Infirmary

Consultation on physical health, mental health and quitting smoking is provided at the infirmary as necessary. First-aid treatment is available for external injuries, sudden illnesses, and other unexpected health problems that arise on the campus. If further treatment is required, the patient will be referred to a specialist hospital.

A first-aid kit is available at the Energy Center to treat injuries or illnesses outside opening hours or on holidays that are not serious enough to require emergency hospital care.

Hours : Mon. - Fri. 9:00 - 17:00 (closed during the lunch break between 12:00 and 13:00)  
\* Except on Saturdays, Sundays, national holidays and other holidays designated by the university

### 3) Resting room

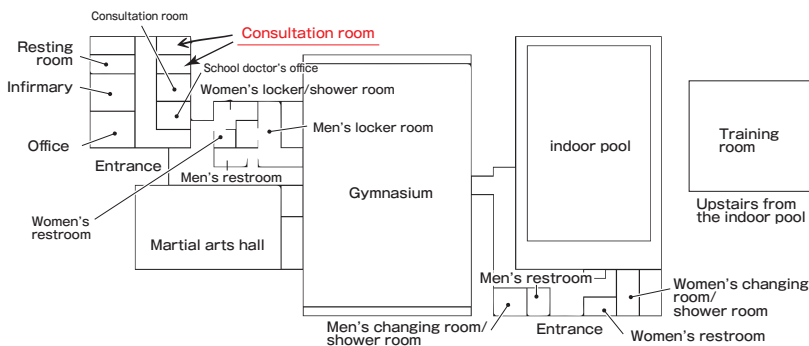
Beds are available. Ask at the infirmary if you feel ill or need rest.

### 4) Consultation room

The consultation room provides consultation on curricular, research, extracurricular and other activities, as well as campus life in general, at all times.

Privacy is strictly protected concerning the content of consultation. Feel reassured as no information will be provided to any third party without the consulter's consent. (See I. Guide to Consultation Counters for Students 2. Guide to Student Counseling (If you have any concerns about learning) for consultation hours and other details)

### Floor plan of the Physical Education and Health Care Center



○For inquiries about the Physical Education and Health Care Center, contact  
Infirmary 0258-47-9824

### 3. Center for ICT Infrastructure Management and Digital Education Transformation

This facility provides services through management and operation of network switches for the use of on-campus LAN and various servers. The Center's training room, the educational computer room, enables integrated use of PCs in four places in the university - the Center's training room, PC room for education, Department of Management and Information Systems Science's fundamental/special laboratory and PC room for self-studying. It plays a central role in operation of the integrated computer system for education and research, and has realized integration of authentication. It also has a high-speed computation server for research to conduct large-scale computation, and conducts its maintenance and management to ensure appropriate use for research.

The Center also takes security measures against unauthorized network access, viruses and spam mails.



#### 1) Facility overview

As the core of the integrated computer system for education and research, it provides services using authentication and file servers. In addition, it has an HPE made Superdome Flex (240 core, 4.6TB memory) high-speed computation server, which is used for the use of finite element method software, parallel computation and other research purposes. There are 150 PCs in the training room for the users, used for execution of applications and use of servers, which can be accessed from anywhere in the university.

Each building of the university is equipped with network devices in redundant configuration that support the on-campus LAN with HP switches.

By creating an environment for communications at 10 Gbps for the main line and 1 Gbps at the terminals of laboratories, this enables the use of approximately 7,000 network devices. As an extramural connection, the Center is connected to the SINET Nagaoka node at 10 Gbps. These systems are used based on educational, research and various other activities of our university.



## 2) Use information

### ● Laboratory

There are 100 terminals in Laboratory 1 and 50 terminals in Laboratory 2. These are mostly used for lectures. The OS is Microsoft Windows 10. It is possible to use Microsoft Office for word processing and Visual Studio for programming practice. Use of these terminals before and after lectures is unavoidable, however, as much as possible, please use the PC room for students self study (Synthetic Research Building 3F).

### ● Copy Room

Bookbinding machine, media shredder and HDD magnetic erasing device are available.

Document replication by the copy machine is not provided, but the service to convert paper materials to electronic media is offered.

### ● Open Hours

Mon. – Fri. 8:30 – 17:00

### ● Holidays

Saturdays, Sundays, national holidays, substitute holidays, New Year holiday (Dec. 28 – Jan. 4), summer holiday designated by the Center (about 1 week in August) and other days when the Center must be closed for operational reasons.

## 3) Integrated Computer System for Education and Research

The following services are available. Account information for the integrated computer system for education and research (integrated account) that will be distributed at the time of enrollment must be kept safe.

### ● PCs in training rooms

It is possible to login to PCs in the training room of the Center, PCs in the computer room for education, and PC room for self-studying.

### ● stn mail address

We transferred an email service to Google Workspace from 2020. Only an initial password is the same as a integrated account. Be sure to enable two-step verification after logging in for the first time. If you do not activate two-step verification within one month of your first login, you will not be able to read your email.

<https://mail.google.com/>

### 《Services that require applications》

### ● Dormitory LAN

Students living in dormitories can use the on-campus LAN using their own PCs and LAN cables. Applications are accepted at Section of Student-Life Support, Division of Student Affairs.

### ● On-campus LAN (IP address allocation)

Students who belong to laboratories need to apply from the Center for ICT Infrastructure Management and Digital Education Transformation website below.

<http://ipc.nagaokaut.ac.jp/>

Your on-campus e-mail address must be used for the application.

### ● High-speed computation server for research purposes

The application can be made from the page below only by students belonging to laboratories.

<http://ipc.nagaokaut.ac.jp/>

## 4) Microsoft comprehensive license agreement (EES)

The university has a Microsoft comprehensive license agreement (EES: Enrollment for Education Solutions). This makes it possible to install MS-Office on devices used by individuals, regardless of whether they are owned by the university or purchased by individuals. Please contact us if you would like to share the room with multiple people in your laboratory.

### ■ Applicable Devices

PCs to be used by individual students (PC 5 units, Tablets 5 units, Smart phones 5 units per students).

### ■ Usable Software

Office application (Word, Excel, PowerPoint, Outlook, OneNote, Publisher (Windows only), Access (Windows only))

Service (OneDrive, Teams, Visio, others)

Microsoft365(Word, Excel, PowerPoint, OneDrive, Teams)

\*Can also be installed on Windows, macOS, iPad, iPhone, and Android.

### ■ How to obtain the Software

Use a Google Workspace account to use it. First, complete the 2-step verification procedure for your stn mail account.

After that, connect to the sign-in page(<https://www.microsoft.com/ja-jp/microsoft-365>) and click "Sign in" on the upper right. After entering the stn email address, you can connect to the Microsoft 365 page if you succeed in 2-step authentication of Google Workspace. You can then download the installer from your web browser, and install Microsoft 365 software by clicking the installer.

\*For more details refer to: <http://ipc.nagaokaut.ac.jp/GUIDE/M365/index.html>

## 5) Inquiries

User guide, application procedure, setting and sample inquiries can be found on the Center's website

<http://ipc.nagaokaut.ac.jp/>

If your problem cannot be solved by this, you may inquire by sending an e-mail to [nigstaff@vos.nagaokaut.ac.jp](mailto:nigstaff@vos.nagaokaut.ac.jp)

## 6) Other

The Center has many precision instruments sensitive to dust. Therefore, users should change to slippers when entering the Center. Eating and drinking in the Center is also prohibited. Your cooperation will be appreciated.

## 4. Institute for International Industry-Academia Collaboration

The institute aims to promote development of new technologies and to create new industries by returning many research results, patents and other intellectual properties owned by the university to local communities and industries. It also serves as a technical consultation desk for companies, etc., and provides support for starting businesses and other student activities.

### 1) Techno-incubation

"Incubation" originally means keeping eggs warm in preparation for hatching, but when it is used for people starting new businesses, it means services and activities to support creation and establishment of businesses.

### 2) Facility overview

Students who wish to start, or who have started, new businesses can use the four incubation booths on the second floor of the Synthetic Research Building as their activities spaces (subject to separate screening). They can also use on-campus LAN and telephone lines (at cost) in the booths. The space is free of charge in the first year (3,700 yen/month in subsequent years).

### 3) Entrepreneur support activities

The institute organizes "Innovation & Entrepreneurship Seminar", inviting lecturers from university-original venture companies and presidents who have already started venture companies in Japan.

There is also an "Innovation & Entrepreneurship Salon" where students, faculty and staff can get advice from professionals to start a business.

### 4) Contact for inquiries and website's URL

- Location : 2F, Administration Building2
- Phone : 0258-47-9179
- E-mail : nticstaff@jcom.nagaokaut.ac.jp
- U R L : <http://ntic.nagaokaut.ac.jp>

## 5. Female-only Lounge

The Female-only lounge on the second floor of the Synthetic Research Office was established for female students to provide a space for studying, mutual exchanging, reading job information magazines and other activities.

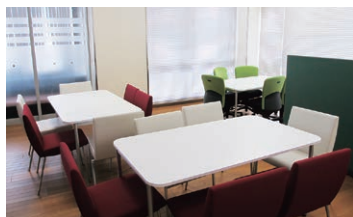
Male students are not allowed to enter.

### [Use Hours]

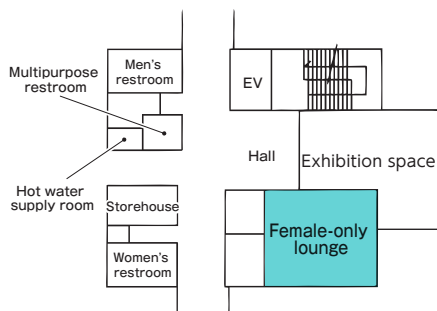
Weekdays: 9:00 – 20:00  
(closed on Sat., Sun. and national holidays)

### [Precautions for use]

- Take your garbage home with you.
- After using the electric kettle, empty the water and unplug the kettle.
- Do not leave private items in the lounge.
- Keep the lounge clean and comfortable.

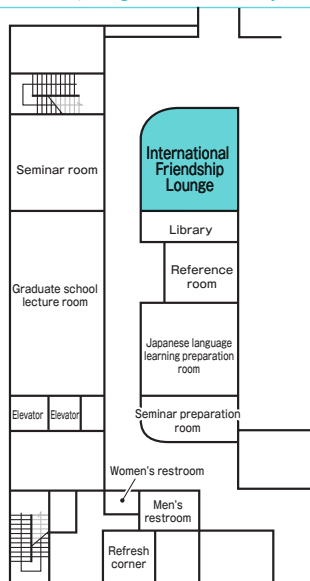


### Synthetic Research Building 2F



### Faculty Building 2F

(Materials Science, Management Information systems)



## 6. International Friendship Lounge

The International Friendship Lounge on the second floor of the Faculty Building (Materials Science, Management Information Systems) is a place for international and Japanese students to conduct individual studies or meetings. It is open from 9:00 to 20:00 on weekdays.

A general counseling is held for international students from 13:30 to 16:30 (13:00 - 16:00 in winter; December to February) on Wednesdays.



## 7. Computer Room for Self-study (Synthetic Research Building 3F)

The room provides an information environment which can be freely used by students to support their self-studying. There are PCs with various applications that can be used for information searches, report preparation, and other assignments.

Mainly with the objective of promoting information literacy education for undergraduates not yet assigned to laboratories to assist their self-studying, there are senior students (graduate students) who act as supporters of information literacy, and study supporters.



Computer room

**1) Open Hours** **Monday - Friday** 8:40 - 18:30  
**Saturday** 10:00 - 16:00

Open between 8:30 and 17:00 on weekdays during summer and winter.

(See the calendar at the beginning of this booklet.)

\*When there are weather warnings, it may be closed.



Information supporter

### 2) Entry / User authentication

Students can enter/exit freely during the opening hours.

Your student ID is necessary to go through the card gate at the entrance.

The user ID and password of your integrated account for education and research is necessary for user authentication to use PCs in the PC Room and on-campus wireless LAN system.

### 3) Specification of PCs in the PC Room: 20 PCs

#### I. Specs

RAM: 16 GB; CPU: Core-i7\_8core\_2.9 GHz; Monitor: 21.5 inches; OS: Windows 10 Education; Graphics: NVIDIA Quadro 2 GB; Languages: Japanese, English (US/UK), Chinese (Simplified), Korean

#### II. Applications

<ul style="list-style-type: none"> <li>■ Class Tools (Including Remote Classes): LiveCampus, ILIAS, Zoom, and other web systems</li> <li>■ Communication Tools: Google Workspace (Gmail, Google Calendar, Google Drive, etc.)</li> <li>■ Office Software: Microsoft Office (Word, Excel, PowerPoint, and Access)</li> </ul>		
<ul style="list-style-type: none"> <li>■ Integrated Development Environments</li> <li>• MS Visual Studio (C++/C# system development)</li> <li>• Eclipse, IntelliJ IDEA (Java system development)</li> <li>• Android Studio (Android app development)</li> <li>• Unity Hub (2D/3D game development)</li> </ul>	<ul style="list-style-type: none"> <li>■ Video Editing Software</li> <li>• Olive (Cuts and edits)</li> <li>• AviUtl (Animation and effects)</li> </ul>	<ul style="list-style-type: none"> <li>■ Statistical Analysis Software</li> <li>• R and RStudio (R integrated development environment)</li> <li>• MATLAB (Technical computing language)</li> </ul>
	<ul style="list-style-type: none"> <li>■ Computer-Aided Design (CAD) Software</li> <li>• Solidworks</li> <li>• Blender</li> <li>• Jw_cad</li> </ul>	<ul style="list-style-type: none"> <li>■ Code-Editing Software (Text Editors)</li> <li>• TeraPad</li> <li>• Visual Studio Code</li> </ul>

Other study-related applications are also available.

Webcams, external DVD drives, and external card readers can be borrowed within the room. To help prevent the spread of disease, we ask that you please bring your own earphones for study use.



#### 4) Monochrome Laser Printers (2 in the room, 1 in the hall)

[Printer in the PC Room] Print requests can be sent from the PCs in the PC Room. You can print from any printer in the PC Room by authenticating with your student ID card at that printer.

[In the hall in front of the PC Room] There is a printer that can also be used at nights and holidays, when the Computer room is closed. You can print from a USB flash drive by authenticating with your student ID card. Pages printed on both the printers in the PC Room and the printer in the hall count toward the maximum number of pages you may print per year. If there are no problems with your printing history to date, you can request to have your limit increased. Please note that printing for purposes other than learning or student activities is not allowed.



Printer in the hall, by the entrance to the PC room

#### 5) Integrated Account for Education/Research and File Sharing

The same account information (user ID and password) can be used and files created can be shared on PCs in the rooms shown in the figure on the left. (Storage space: Z drive 50GB)

- ① Computer Room for Self-study 3F of Synthetic Research Building
- ② Training Room on 2F of Information System Building
- ③ Computer Room for Education on 2F of Faculty Building (Electrical Engineering No. 3)

[Note: User must observe the use criteria of the respective rooms]



#### 6) Precautions for use

The information network system operated by the university is designed to facilitate study, education, and research, as well as work to provide support for these activities. When using the network, we ask that you understand the purpose of the network, and use it for study and student activities.

Messages are posted in the room. Check them when you enter as necessary. For more details on how to use the PCs, etc.

#### 7) Management (support system)

On Saturdays, and after 16:30 on weekdays, information-related support is available at the counter from graduate school students. Feel free to ask them if you need help with using e-mail or the university system, preparing reports, or other related matters.

Information supporters are senior students who are learning about accessibility (ease of use, ease of understanding, and ease of participation) within a diverse society.

If you have any problems, feel free to consult with one of these supporters.

Additionally, the university offers Class-2 Accessibility Leader certification, created through industry-academia-government collaboration. If you are interested in this certification, feel free to ask the staff at the PC Room counter (certification-holders) for more information.

4 質の高い教育を  
みんなに



SDGs Target 4a:

Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all. The Computer Room for Self-study aims to meet the study environment of SDGs Target 4a.

[ Inquiries ] 3F Synthetic Research Building  
Computer Room for Self-study Counter Ext.: 8124

E-mail: [st-pcroom@jcom.nagaokaut.ac.jp](mailto:st-pcroom@jcom.nagaokaut.ac.jp)

Website: <http://bms-05.nagaokaut.ac.jp>

(accessible only on campus)

Operated by: Multimedia and e-Learning Division of the Center for ICT Infrastructure Management and Digital Education Transformation



# VI . Safety Measures in Everyday Lives

## 1. Theft, lost and found

### 1) Theft prevention

Unfortunately, thefts of unlocked bicycles and valuables accidentally left behind have occurred on campus.

Take sufficient care and manage your private items at your own responsibility even for a short period of time. If you think something was stolen on campus, contact Division of Student Affairs (Counter No. ⑨) immediately.

Case	Precaution
Bags left in lecture rooms or the lobby were stolen while students went to the restroom for five minutes.	When leaving bags or other belongings even for a short time, <b>always take valuables with you</b> (damage from a theft can be minimized even if it occurs).
A student left a bag containing valuables in the First Cafeteria and had it stolen.	
A bag hung on a motorbike was stolen while the student went to pick up something he forgot.	
A student forgot to lock his gymnasium locker and had its contents stolen.	When using a locker, <b>make sure to lock it.</b>
A student left his textbooks and other belongings in a lecture room desk during the lunch break to keep the seat for the next class and had them stolen.	<b>Do not leave textbooks or other things in lecture room desks.</b> (There are no home rooms unlike high schools. Anyone can enter lecture rooms and desks are used by multiple persons.)
An unlocked bicycle was stolen.	<b>Bicycles and motorbikes should be locked and parked in a designated area and should not be left for a long time.</b> (Confirm the location at all times as thefts may occur even if bikes are locked. Take your bike home if you do not use it for a long time or it will be discarded. Also, the bicycles without ownership and security registration will be discarded.)
While a student went to the restroom for a few minutes in the dormitory, the TV in his room was stolen.	<b>Be sure to lock the door</b> when leaving your room even for a short time. (Report if there is anyone suspicious.)

\* If you think something was stolen on campus, contact Division of Student Affairs immediately. (It may be kept as a lost article. If you still cannot find it, it should be reported to the police.)

If you lost a bicycle or motorbike, look for it on campus first.

### 2) Lost and found

Items found on campus are kept at Division of Student Affairs (Counter No. ⑨). If you have lost or found something, report it to the Division (if the owner is identified, the Division will contact the person). If the owner is not found, the item will be kept for a certain period and then discarded.

Write your name on your belongings whenever possible.

## 2. Traffic Safety Measures

Accidents involving deaths or serious injuries of students at Nagaoka University of Technology have occurred in the past. As accidents force considerable mental and economic burden to both the victim as well as the person whose car hit the victim, observe traffic rules and take sufficient care when driving.

If you have been in an accident, contact Division of Student Affairs (Counter No. ⑨) immediately and submit an accident report.

### < Hint for Traffic Safety >

- Strictly observe the legal (safe) speed (especially in winter).
- Keep the speed low enough to respond to elderly people, or children who suddenly run out.
- Slow down before a curve or on a road where visibility is poor.
- Stop if the traffic light is changing from green to yellow.
- Confirm the safety on both sides before starting the car at an intersection or T-junction.
- Be careful about pedestrians and cyclists on roads without sidewalks (especially at night).
- Never drink and drive.
- Be sure to have a rest if you become tired or sleepy while driving.
- Turn off your mobile phone or turn it to the drive mode while driving.

### < Five rules for safe use of bicycles >

1. As a rule, ride bicycles on roadways, on the left side of the road.  
Ride bicycles on sidewalks only when you have no other choice, and give priority to pedestrians.
2. At intersections, observe traffic signals and stop signs, and check for safety.
3. Turn on the light at night.
4. Do not ride a bicycle after drinking.
5. Wear a helmet.

Since Nagaoka is in an especially heavy snowfall area in the Niigata prefecture, extra attention should be paid when driving in winter.

The university holds a workshop on safe driving on snowy roads at some point during November or December every year. Students who drive, especially those who have not experienced snowy roads, are encouraged to participate in the workshop and read the following precautions carefully to ensure safe driving.

### ~In order to drive safely on snowy roads~

1. Before Driving	
Change Tires	It is very dangerous to drive with normal tires on snowy roads. Before snow falls, make sure to change your car tires to the studless tires designated for winter.
Remove snow from the car	If you drive with snow piled on the roof of your car, while driving, the snow will fall and impair the visibility of your front glass, making it extremely dangerous. Be sure to remove snow with a snow brush, etc., before driving. If the front glass is frozen, melt the ice with a commercially available deicer or hot water before driving.
Remove snow from around the car	If you start your car while it is snow-covered, the muffler of the car may be clogged with snow, causing backflow of exhaust. Be sure to remove snow from the surrounding before starting the car engine.
Remove snow from shoe heels	When snow is attached to shoe soles, brakes and clutch pedals will slip when stepped on, thereby making it difficult to perform normal operations. Be sure to remove snow from shoes before driving.

2. While Driving	
To prevent slip accidents	
Slow down early!	A car cannot stop immediately on snowy roads, even with "studless" (winter) tires. Slow down early, and give yourself plenty of room to stop. Even if your car is equipped with features like ABS and 4WD, do not rely on them too much.
Never attempt "sudden" operations!	There are chances of skidding by sudden braking, spinning by sudden steering and idling by sudden acceleration. Be sure to operate the brakes and steering wheel without being hasty.
Be careful about road surface conditions!	<ul style="list-style-type: none"> <li>• Side slipping and spinning are likely to occur on roads with ruts or uneven surfaces. Drive slowly on such roads. Take special care when turning after getting out of ruts so as not to lose control of the steering wheel.</li> <li>• Bridges and overpasses are more prone to freezing. Road surfaces are also likely to freeze in shades at entrances and exits of tunnels and behind buildings. Be careful as such parts may be frozen even when other parts are dry.</li> <li>• There are chances of colliding into snow walls or losing control of the steering wheel on a snowdrift immediately after fresh snow has fallen (especially before snow is compacted). Care should also be taken not to run on piled snow or get stuck in a side ditch or mud.</li> <li>• Careful driving is necessary when fresh snow falls on a frozen road surface, as it is hard to see the frozen surface. Drive as slowly as possible.</li> <li>• When starting a car on a frozen steep slope, it has to be done slowly or you may not be able to move the car due to idle wheel rotation. It is also important to drive slowly in low gear and in a lightly braking state when driving down a steep slope.</li> </ul>
To prevent collision accidents	
Maintain a safe distance between cars and do not drive too fast!	A car cannot be stopped immediately on a snowy road even if it is equipped with studless tires. Maintain a safe distance (about 3 times as long as in summer) between cars and try not to drive too fast to avoid collision in case the car in front of you stops suddenly.
Ensure a visual field! Drive carefully!	<ul style="list-style-type: none"> <li>• During heavy snowfalls or snowstorms, visibility may become poor and windshield wipers may not work, resulting in delay of noticing the brake lights of the car in front of you. Under such conditions, turn your car's lights on, drive slowly and maintain a safe distance between cars.</li> <li>• Even on sunny days, strong wind may cause snow on the road surface and shoulders to drift and block your view or freeze the road surface. Drive carefully to avoid sudden braking or turning of the steering wheel even under such conditions.</li> <li>• When the temperature is low, care must be taken about sudden poor visibility due to snow being sprayed by the car in front of you. You must also drive carefully when there is a car running with snow piled up on the roof to be prepared for the snow falling down in your direction.</li> </ul>
3. Other matters that require attention	
Braking when parking	Be careful when parking your car for a long time on a cold day, as there is risk of brakes getting frozen and stuck.
Attention to freezing during parking	When temperature is low, raise the wiper blades to detach the rubber from the windshield glass to prevent freezing. If a keyhole is frozen, warm it by pouring hot water.

Take precaution against flat battery	In winter, because the outside air temperature drops, the battery capacity is extremely reduced. For this reason, the battery may go flat due to lack of maintenance or its life span is reached, and your engine may suddenly stop functioning. Please try to do regular maintenance and inspection.
<b>4. Indispensable items for driving in winter</b>	
Studless Tires	Special tires for winter.
Tire chains	It is effective for preventing slipping on frozen roads. (Chains are required by government regulation in certain areas during heavy snowfall.)
Shovel	It is convenient for removing snow when starting your car from a parking lot or when the car gets stuck in snow.
Cotton work gloves rubber boots clothes for protection against the cold	These items protect you from the cold when working outside your car.
Snow brush	It is useful for removing snow piled on the roof or windows of your car.
Flashlight	It is essential for work at night.
Tow rope	It is useful for getting the car out of snow when wheels are stuck and cannot be moved.
Booster cables	They are used when the car battery is down and the engine cannot be started.
Other	Blanket, sand, deicer, etc.

(Reference)

[Safe Driving on Winter Roads] Niigata Prefectural Police Department

<https://www.pref.niigata.lg.jp/site/kenkei/fuyumitnokoutuzikobousi.html>

[Driving Techniques on Snowy Roads] Nagaoka National Highway Office, Hokuriku Regional Development Bureau, Ministry of Land, Infrastructure, Transport and Tourism.

<https://www.hrr.mlit.go.jp/chokoku/99/125/127/>

### 3. Disaster-control measures (earthquakes, floods, heavy snow)

Earthquakes have occurred frequently in recent years, such as the Chuetsu Earthquake and Chuetsu-oki Earthquake in Niigata and the Great East Japan Earthquake in 2011.

There have also been floods caused by heavy rains and heavy snowfall disasters. Have high disaster prevention consciousness and be fully prepared for disasters at all times.

In the event of a large-scale disaster, the safety information system (ANPIC) will send out emergency e-mails (for safety confirmation, etc.). To ensure that you receive these emergency e-mails, be sure to set stn mails to forward to your mobile phone.

(Reference)

Nagaoka Disaster Prevention Homepage

<https://www.bousai.city.nagaoka.niigata.jp/>

Earthquake Disasters Prevention Manual, Fire and Disaster Management Agency

[https://www.fdma.go.jp/relocation/bousai\\_manual/](https://www.fdma.go.jp/relocation/bousai_manual/)

## 4. Trouble Related to Part-time Jobs

Avoid trouble related to part-time jobs by taking utmost care (e.g., discussion and **signing of a proper contract** concerning **the content of work, wage payment method and other details** with the employer in advance).

If any problem, such as non-payment of wages from the employer, occurs, **seek advice at your nearest labor standards inspection office or police station.**

If such a problem is concerning part-time job information managed by the Office of Career Counseling, contact Section of Career Counseling (Counter No. ⑩) as well.

## 5. Harassment countermeasures

If you feel that you are suffering damage from **sexual or academic harassment (power harassment)**, ask a **harassment counselor or off-campus consultation services** for advice. Feel free to ask without worrying by yourself as the privacy of the consulter and all other people involved will be strictly protected.

Read pages I. Guide to Consultation Counters for Students 2. Guide to Student Counseling or visit the URL below for how to ask for advice and details of counselors.

University website "campus life/employment" / life support "information on consultations"  
[https://www.nagaokaut.ac.jp/gakusei/soudan\\_annai.html](https://www.nagaokaut.ac.jp/gakusei/soudan_annai.html)

## 6. Safety measures for female students

Sexual offences and thefts that target women have increased dramatically in recent years. There are criminals who follow women walking alone and attack them in obscure places or, after confirming that women are living by themselves, break in and attack them while they are taking a bath or sleeping.

There have also been an increasing number of cases where criminals hiding near the doorway, attack and break in as soon as women come home and unlock the doors of their apartments.

**Since it is quiet and there are not many street lights around the university, take the following precautions to avoid such crimes, and take measures to protect your own safety.**

- Avoid walking alone at night and choose to take a route with many people or better lighting even if you have to go a long way round.
- Avoid listening to music on earphones or using mobile phones and email while walking.
- Be sure to check that there are no suspicious persons around you when you get home and open the door, and lock the door immediately after entering your room.
- Even if you live on the second or higher floor, lock the balcony and room windows, as well as the small windows of the toilet and bathroom.

(Reference) Do-it-yourself crime prevention, Niigata Prefectural Police Department  
<https://www.pref.niigata.lg.jp/site/kenkei/anzen-ansin-sougou-qa-jikobouhan-jikobouhan.html>

## 7. Anti-stalking measures

Stalkers, who are the kind of criminals who follow a certain person persistently, have recently been increasing. They usually follow, watch and ambush someone or keep chasing around someone and, if the person is not interested, make obscene calls or cause trouble repeatedly. Stalkers often start by following someone around but gradually become out of control. Some have ended up committing murders recently.

Since ex-boyfriends or acquaintances often turn into stalkers, anyone can be a stalking victim and so enough care must be taken.

If you feel you are being stalked or have any worries, do not keep it to yourself but report to the police or Division of Student Affairs for advice.

If you are subject to any of the following acts, you can report it to the police pursuant to the "Stalker Regulation Law".

- Following stealthily, waiting in ambush or barging into the room uninvited
- Demanding to meet or date
- Violent words and deeds
- Remarks that injure your reputation
- Being told that you are watched
- Silent or extremely frequent phone calls
- Sending filth or dead animals
- Sexually insulting remarks

[Consultation service]

Niigata Prefectural Police Headquarters Counseling Office

TEL 025-283-9110

## 8. Obscene/Complaint calls

An increasing number of students have received **obscene or complaint calls from unknown callers** in recent years. If someone calls the university and asks for a certain student, the university will first confirm the facts with the student before giving a response to the caller. **The university never gives the contact or other personal information of students to such callers.** If necessary, the university will ask the number of the caller and give it to the student so that he/she can contact the caller. **You must also take sufficient care in managing your telephone number and other personal information.**

Take the following measures to avoid damage from obscene calls.

- Leave your answering machine, or other similar function, on at all times, and only answer the phone after you find out who is calling.
- Do not answer or answer without telling your name to calls from unknown callers (number-withheld calls).
- If you feel a call is obscene, do not listen, say no and hang up.
- If necessary, change your phone number.

\* If you receive calls frequently, record (audio recording is preferable if possible) the dates, time and content of the calls and ask the police or Division of Student Affairs for advice.



## 9. Prevention of drug abuse

**"Drug abuse" means the use of medicinal drugs for purposes other than medical care or improper use of non-medicinal drugs. Such use is considered "drug abuse" even if it is only once.**

Even if you casually try a certain drug just out of curiosity, the amount and frequency use may increase gradually due to the dependency on or tolerance to the drug, and you may find yourself a drug addict and may not be able to stop using the drug on your own will.

Drug addicts suffer from anxiety, paranoia and other symptoms, and may fall into even worse situations, such as committing murder, arson or other serious crimes due to delusions or hallucinations, or mindlessly getting into debt, theft, fraud and prostitution to obtain drugs.

Students who get arrested for the possession, sales or abuse of cannabis, stimulants or other drugs have also increased in recent years. The drug problem is an urgent matter that we should not look at as bystanders. Never lay your hand on drugs.

**Drug use is abuse even if it is only once.** It is a crime just to possess drugs without using, and the possession of cannabis seeds for cultivation or providing them to others knowing that they will be cultivated is also subject to punishment.

**Be fully aware of the danger of narcotics and stimulants and never lay your hand on drugs.**

[Consultation services]

Niigata Prefectural Office Welfare Health Department, Infectious Disease control and Medical Drugs Division

TEL: 025-280-5187 (Direct) (Consultation Hours 8:30 - 17:15)

## 10. Illegal business practices

There have been an **increasing number of problems caused by illegal business practices targeted at students.** Sufficient care must be taken as such crimes may cause damage not only economically, but also mentally and physically.

[Examples of illegal business practices]

Unscrupulous sales practices involving expensive hard-to-break contracts	A sales method whereby people are approached on the street and lured to a nearby shop or office for a questionnaire or gratis service but are actually coerced into signing a contract to buy expensive items.
Appointment sales	A sales method whereby people are told that they won prizes on the phone and lured to a designated place to sign a contract to buy expensive items.
Multilevel marketing	A sales method whereby consumers are invited to become salespersons to increase members and sell products on the condition that they get kickbacks.

There is no such thing as a "sweet deal." Take extra care, such as saying no to unnecessary things, asking advice from family members or others who you can trust before signing a contract for an expensive item and fully confirming the content of the contract and payment amount.

If you have worries about a contract or have suffered fraud, ask Division of Student Affairs or a consulting service for advice.

**In some cases, it is possible to use the cooling-off system, with which a contract can be cancelled unconditionally within a certain period.** Keep in mind what kinds of rules are applicable.

### What is cooling-off?

It is a system with which consumers can cancel contracts unconditionally within a certain period if they signed a contract with a door-to-door salesperson without being fully prepared or under a complex and risky system, such as multilevel marketing.



## Types of transactions to which cooling-off is applicable and the cooling-off periods

- Door-to-door sales (incl. unscrupulous sales practices involving expensive hard-to-break contracts and appointment sales): 8 days
  - Telemarketing sales: 8 days
  - Specified continuous service offers (aesthetic salons, language schools, tutoring schools, tutors, PC schools, matrimonial agencies): 8 days
  - Multilevel marketing contracts: 20 days
  - Business opportunity-related sales transactions (business practice in which a company lures a person in with prospects of side work or monitoring): 20 days
  - Door-to-door purchases (business practice in which a company purchases items from consumers by visiting their private residences, etc.): 8 days
- \* Visit the [National Consumer Affairs Center website](#) for detailed information about cooling-off.

National Consumer Affairs Center of Japan "Cooling-off"  
[https://www.kokusen.go.jp/soudan\\_now/data/coolingoff.html](https://www.kokusen.go.jp/soudan_now/data/coolingoff.html)

### [Consultation services]

#### Niigata Prefectural Consumer Center

(Niigata Unison Plaza, Kamitokoro 2-2-2, Chuo-ku, Niigata)

Tel. 025-285-4196 (reception hours: 9:00 – 16:30 on weekdays, 10:00 – 16:00 on Saturdays)

#### Nagaoka City Consumer Center

(Nagaoka Citizens' Center 3F, Ote-dori 2-2-6, Nagaoka)

Tel. 0258-32-0022 (reception hours: 9:00 – 16:30 on weekdays)

## 11. Remittance fraud

In recent years, so-called remittance fraud involving phone calls, postcards or e-mails that trick people into making a money transfer has been spreading. Since this type of crime constantly changes its forms and the tricks are becoming increasingly clever, sufficient care must be taken.

### [Examples of fraud]

Impersonation fraud	A type of fraud in which a criminal pretends to be a family member, police officer, lawyer, or public servant on the phone, and demands compensation for a fake traffic accident or offers a fake tax refund.
Billing fraud	A type of fraud in which an unspecified large number of people are billed by postal mail, Internet or other means based on fictional settings.

If you receive a phone call demanding money, do not panic and judge the circumstances calmly.

**If you receive a phone call or email demanding you to pay a bill that you know nothing about, hang up the phone or delete the email (do not respond to them** to prevent the criminal from knowing your contact information).

In addition, communicate with your family regularly to protect them from bank transfer fraud.

If you receive a suspicious call or a bill that you know nothing about, ask the counseling office of Division of Student Affairs or the police station for advice.

### [Consultation Services]

#### Niigata Prefectural Police Headquarters Counselling Office

(Shinko-cho 4-1, Chuo-ku, Niigata)

Tel: 025-283-9110 (available 24 hours a day)

## 12. Internet problems

With the spread of mobile phones and smart phones, the Internet has become an essential tool for our everyday lives but, at the same time, Internet-related problems have increased dramatically.

### [Examples of problems]

Billing fraud	A type of fraud in which money is taken by sending e-mails demanding payment for the use of a pay site although the site was not actually used.
One-click fraud	A type of fraud in which a large amount of money is charged on the pretense that a contract has been executed just because the victim clicked on a URL contained on a website or e-mail.
Virus infection	Infection with computer viruses by opening a file attached to an e-mail or using file exchange software, resulting in leaks of personal information and other damage.
Online shopping	Cases in which items ordered are not delivered even though the payment has been made or the delivered items are broken.
Internet auction	Cases in which auctioned items are not delivered even though the payment has been made, delivered items turn out to be copies or the seller cannot be contacted.
Online games	Billing of a high charge for using online games that are supposed to be free.
Social networking services (SNS)	Posting of indiscreet remarks or slanderous defamation, information obtained at workplaces, entries violating privacy of others or messages from which personal information can be identified on Twitter, Facebook or other communication tools.

When using the Internet, **it is important to identify the reliability of websites, confirm the use** when using shopping, auction and online game sites and other necessary measures.

The number of students using communication tools known as social networking services (SNS), such as Facebook and Twitter, has also increased dramatically. There have been many cases where messages posted using such services become the targets of social criticism.

Even if you think you are only communicating with your friends, your message may be sent to the whole world unless access restrictions are applied. Even with access restrictions, the content of your message may leak due to system failures or be revealed intentionally by a malicious third person.

Be aware that there is no complete anonymity or security online. **Be aware that your incautious remark may ruin your future and take sufficient care when posting messages.**

If you have problems or worries concerning the use of the Internet, ask Division of Student Affairs or the police for advice.

### (Reference)

Tokyo Metropolitan Police Department : Special Fraud Support Website

<https://www.npa.go.jp/bureau/safetylife/sos47/>

Niigata Prefectural Police Headquarters Cyber Crime Control Division

<https://www.pref.niigata.lg.jp/site/kenkei/cyber-index.html>

National Consumer Affairs Center of Japan

<https://www.kokusen.go.jp/>

## 13. Student loans/credit cards

Student loans with which money can be borrowed easily by just showing your student ID and credit cards that can be used for shopping and restaurants just by signing are very convenient. However, take sufficient care as careless use may force you to discontinue your student life due to large debt.

## 14. Religious cults

Religious cults are frequently inviting students on and around the campus.

Members of such groups may also approach you on campus or at your apartment pretending that they are conducting a questionnaire survey or inviting you to an event or club, without telling you about the religion.

If you join a cult, you may not be able to make correct decisions as your mind may be controlled. You may suffer serious mental and economic damage and ruin your relationships with your friends and family.

Since cults will persistently try to invite you by visits to your home, phone calls or e-mails, do not give your personal information to others without any good reason and always say no to suspicious invitations.

If you are invited by a religious cult or see someone else being invited, contact Division of Student Affairs.(counter No.⑨)

## 15. Overseas Trips

### 1) Precautions before travelling overseas

In recent years, there have been reports of Japanese students becoming involved in incidents overseas such as accidents or crimes.

When travelling overseas, try to have a fresh perspective on safety, and be conscious of the fact that **'you alone are responsible for your own safety'**. It is necessary to manage your own safety by yourself.

You have to be more aware than when in Japan - before leaving, be sure to find out about any safety/health issues for your destination, in order to prevent incidents/accidents.

If you are planning a trip overseas, see '16. Safety measures during trips overseas', and be sure to obtain information on safety/health issues at your destination before leaving.

If planning a trip overseas for sightseeing etc., be sure to check the university calendar for class dates and examination dates etc., so that your plans are realistic.

**The university will not send students doing 'Jitsumu-kunren' (practical training) to countries/regions designated on the Ministry of Foreign Affairs Overseas Safety information page as 'Level 2: Avoid non-essential travel' or a higher level.**

### 2) Notifications of Overseas Travel (including private trips)

For any overseas travel, including private trips, be sure to submit a 'Notification of Overseas Travel' so that the safety of you as a student can be confirmed quickly, if there is a natural disaster, terrorist attack, or outbreak of infectious disease in another country.

#### ●Method for submission

After logging in to 'LiveCampus' from the Educational Affairs Student Support ICT system general information page, go to the 'Student Record System' from 'system links', then 'Student Record' and 'Travelling Overseas' and then fill in the 'Notification of Overseas Travel'.

If you are travelling overseas at the expense of the university, print the screen after entering your details, and attach the travel order (request) as well.

## 16. Safety measures during trips overseas

### 1) Preparation for going overseas

In recent years there have been more and more opportunities to make overseas trips – both overseas holidays during long vacation periods, or for academic conferences, research work or practical training.

When overseas, there is the possibility that you will encounter dangers and illnesses that are different to Japan, as well as incidents/accidents and unexpected events. Depending on the destination, you may have to avoid travelling or take special care in certain areas in accordance with the security situation.

When going overseas, plan your trip after sufficiently investigating and considering the safety issues of your destination. In addition, while you are away, be sure to keep up-to-date with the latest information for that country/region, take care in choosing activities and times for doing those activities, and also avoid places or times of day that are considered to be dangerous.

It should also be noted that overseas travel insurance is a must, so you will be covered in the case of illness or accident etc., while overseas.

### 2) Ministry of Foreign Affairs Overseas Travel Registration Service

When travelling overseas, please register with the Overseas Travel Registration Service provided by the Ministry of Foreign Affairs so that you can be contacted at your destination in case of emergency such as for natural disasters or terrorist attacks.

Please also register with the university, using a **Notification of Overseas Travel (including private trips)**.

#### ● Ministry of Foreign Affairs Overseas Travel Registration Service

- In the case that your stay is 3 months or longer, please submit a notification of 'Overseas Residential Registration' using the Ministry of Foreign Affairs' 'Overseas Residential Registration Electronic Notification System'.  
<https://www.ezairyu.mofa.go.jp/RRnet/index.html>
- In the case that your stay is shorter than 3 months, you can register for the Ministry of Foreign Affairs' 'Overseas Safety Information Service' (Travel Register).  
<https://www.ezairyu.mofa.go.jp/tabireg/index.html>  
(The 'Travel Register' is a method of receiving the latest overseas safety information via email with a simple registration process. It is aimed at those who wish to keep up-to-date on safety information while overseas, even without specific travel plans, or to keep up-to-date on safety information in general.)

### 3) Information Links for Overseas Risk Management

- Overseas Travel Safety Information website: the Ministry of Foreign Affairs has put together comprehensive information on common crimes, political situations, security status, and medical environments. <https://www.anzen.mofa.go.jp/>
- Travel registration service: You will be sent emails (in Japanese) from Ministry of Foreign Affairs of Japan diplomatic missions abroad for the latest safety information or for contacting you in an emergency. <https://www.ezairyu.mofa.go.jp/>
- Information from the Ministry of Foreign Affairs Medical Attache (health/medical situations around the world): Information collected by the Medical Attache at your destination is available on this site. <https://www.mofa.go.jp/mofaj/toko/medi/>
- Japan Overseas Security Association website: Contains the 'Overseas Safety Manual' and links on safety when overseas. <https://www.josa.or.jp/>
- Information on infectious diseases for overseas travelers - FOR Traveler's Health (FORTH) website: A site by the Ministry of Health, Labour and Welfare's Quarantine Information Office with information for overseas travelers on infectious diseases/medical treatment. <https://www.forth.go.jp/>
- National Institute of Infectious Diseases (NIID) Infectious Disease Surveillance Center (IDSC): The IDSC provides information on infectious diseases.  
<https://www.niid.go.jp/niid/ja/from-idsc.html>

#### 4) Use of the “Japan IR&C Overseas Crisis Management Service” (Overseas Students Safety Management Assistance Service)

In order to cope with the increasing number of students traveling abroad, our University requires all students traveling abroad to subscribe to “Japan IR&C Overseas Crisis Management Service”, an overseas risk management service provided by Japan IR&C Corporation. “Japan IR&C Overseas Crisis Management Service” is a 24-hour, 365-day service that allows students to consult with Japan IR&C Corporation in Japanese or English in case of any problems that may arise during their stay abroad. Family members in Japan can also use the service for the benefit of students traveling abroad.

##### ●What is “Japan IR&C Overseas Crisis Management Service”?

When you study abroad, you can receive the following services by completing the procedures, including payment of fees, using the special enrollment registration form provided by the University.

1. International hotline (24 hours a day, 365 days a year, in Japanese and English)  
From the time of departure from Japan until the time of return to your home country, we provide consultation on physical conditions, hospital referrals in cooperation with your insurance company, support for problems such as theft, and English interpretation.  
\*Non-urgent consultations are available via email.
2. Safety Confirmation App  
Confirmation of safety and provision of cautionary information in the event of terrorism or other serious incidents or disasters
3. Linked to initial registration with Ministry of Foreign Affairs of Japan's “Tabiregi”-Registration  
Registering at the “Japan IR&C Overseas Crisis Management Service” completes the initial registration for the Ministry of Foreign Affairs’ “Tabiregi”-registration system.
4. In the unlikely event of a major disaster, we will cooperate with the University to provide response support.  
“Japan IR&C Overseas Crisis Management Service” is a support service, not an overseas travel insurance policy. The University requires students to purchase travel insurance to cover the cost of hospital treatment and the actual cost of liability for other people's property, as these expenses are covered by overseas travel insurance.

##### ●Application Procedures for “Japan IR&C Overseas Crisis Management Service”

- Please complete all formalities, including payment of fees, at least two weeks prior to your departure. In the event of a delay, please complete the procedures as soon as possible. Please be aware that in the event of a late application, the service may not be available until after your arrival in Japan.
- ①. Complete the registration form (e-form) contacted by the Section of Educational Exchange and pay the fee. After payment is completed, you will be registered with the “Japan IR&C Overseas Crisis Management Service”. After completing the registration, information (ID) for the International Hotline and Safety Confirmation Application will be sent to the e-mail address you set up at the time of application, and you will be notified that your registration has been completed. (A separate email will be sent to you from the Ministry of Foreign Affairs of Japan to confirm the completion of the initial registration.)
- ②. Based on the guidance sent to you, complete the settings for the “Pro Finder” safety confirmation application before departure (download the application and enter your ID).
- A fee of 2,635 yen/person/month including tax is required to register for the “Japan IR&C Overseas Crisis Management Service”. Payment must be made at least 10 days prior to travel by the method specified at the time of application. If payment is not completed 10 days prior to travel, a reminder e-mail will be sent to the e-mail address registered at the time of application.
- No cancellation fee will be charged for cancellations after registration at the “Japan IR&C Overseas Crisis Management Service”, but please be sure to notify us of your cancellation prior to the departure date.

#### 5) Overseas travel insurance

##### ●Futai Kaigaku: Personal Accident Insurance for students pursuing education and research - from Japan Educational Exchanges and Services (JEES)

JEES insurance is an economic coverage plan that focuses on specific cover, with comprehensive coverage for the all-important medical treatment/rescue assistance and liability for compensation. It is about 45% cheaper than general overseas travel insurance plans.

## ■ Applications for registration of on-campus parking

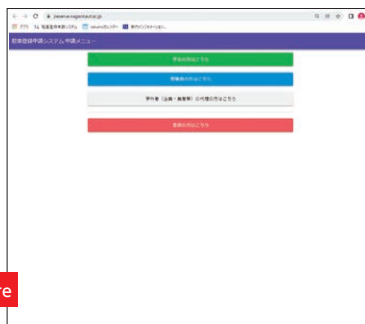
Parking spaces on campus are available only for registered vehicles. Students using cars or motorcycles for commuting must apply for registration for parking, and be issued with a parking registration certificate.

### < How to Apply >

Access the University website from the university's PC Room, or through the internal LAN, and apply for registration for parking on the application page linked from the university intranet page.

When applying, image files of the following documents are required.

Image Files Required for Application
(1) Your driver's license (both front and back sides)
(2) Your vehicle inspection certificate (not required for Motorbikes)
(3) A certificate of voluntary insurance (or a certificate of compulsory automobile liability insurance for a motorcycle with an engine displacement of less than 50 cc) that includes the following information: the person(s)/vehicle(s) covered by the insurance, the term of insurance, and the coverage details.



### < Issuance of the parking registration certificate >

#### [Cars]

The parking registration certificate will be prepared and issued by the Division of Student Affairs after application. The certificate must be placed at a visible position inside the windshield when parking your car on campus.

#### [Motorbikes]

A sticker will be issued after the application. The sticker must be affixed in a visible place, such as on the rear fender or the fuel tank.

### < Reissuance/Re-registration/Changes to registration >

- If you lost or damaged your parking registration certificate, the writing on the certificate is faded and unreadable, or there is change of the registered vehicle or the owner, notify Section of Student Affairs (Counter No. ⑨), Division of Student Affairs for reissuance or registration change procedures.
- The registration certificate is valid until the expected year/month of graduation/completion. **If you are to enroll in a higher-grade school within the university, you must make another application.**
- \* For management of cars, motorbikes and bicycles, see III. Campus Life 17.Car, motorbike, bicycle, etc.

## List of the contact addresses of related organizations

### \* Government offices

Organization name	Address	Telephone no.
Nagaoka Police Station	3-5-60, Suido-cho, Nagaoka	110 (emergency) 0258-38-0110 (non-emergency)
Fukasawa-machi Police Substation	273-6, Fukasawa-machi, Nagaoka	(The substation no longer has a land-line telephone.)
Fire station/ambulance	1-3-100, Senzai, Nagaoka	119 (emergency) 0258-36-0119 (non-emergency)
Nagaoka City Hall Resident Affairs Division (incl. national pension) National Health Insurance and Pension Division	1-4-10, Ote-dori, Nagaoka	0258-35-1122 (pilot no.)

### \*Medical institutions (for clinics, only those in the Kawanishi area near the university are listed)

Division	Organization name	Address	Telephone no.
General hospital	Nagaoka Red Cross Hospital	2-297-1, Senshu, Nagaoka	<b>0258-28-3600</b>
	Tachikawa Medical Center	1-24, Asahioka, Nagaoka	<b>0258-33-3111</b>
	Nagaoka Chuo General Hospital	2041, Kawasaki-machi, Nagaoka	<b>0258-35-3700</b>
Hospital	Yuyu Kenkomura Hospital	337, Higoshi-machi, Nagaoka	<b>0258-47-8500</b>
	Nagaoka Nishi Hospital	371-1, Mitsugoya-machi, Nagaoka	<b>0258-27-8500</b>
Internal medicine	Onuki Internal Medicine Clinic	4-121-14, Ojima Shinmachi, Nagaoka	<b>0258-29-3455</b>
Internal medicine /psychiatry	Tamiya Hospital	2300, Fukasawa-machi, Nagaoka	<b>0258-46-3200</b>
Orthopedics	Tamaki Orthopedic Surgical Clinic	1-132-2, Midoricho, Nagaoka	<b>0258-28-8008</b>
Ophthalmology	Nakano Ophthalmic Clinic	651-4, Ura, Nagaoka	<b>0258-86-8673</b>
	Sasagawa Ophthalmic Clinic	5-113, Ojimahon-cho, Nagaoka	<b>0258-28-5005</b>
Dentist	Ono Dental Clinic	1-284-1, Fujihashi, Nagaoka	<b>0258-46-8211</b>
	Yoshihara Dentistry Clinic	30-8, Minaminanoka-machi, Nagaoka	<b>0258-47-3200</b>
	Nagatsuka Dental Clinic	4-106-1, Ojimahoncho, Nagaoka	<b>0258-27-1016</b>
	Yoneyama Dental Clinic	5-114-3, Ojimahoncho, Nagaoka	<b>0258-27-2347</b>

\*For inquiries about holiday medical services, contact Nagaoka Kenko Center (2-1-1 Saiwaicho, Nagaoka Tel : 0258-37-1199)

\*Others

Division	Organization name	Address	Telephone no.
Financial institutions	Daishi Hokuetsu Bank Nagaoka Shinsan Branch	2-1-1, Shinsan, Nagaoka	<b>0258-46-5800</b>
	JA Echigo Chuetsu Saizu Plaza	1593 Saizunishi-machi, Nagaoka	<b>0258-46-2533</b>
	Taiko Bank Kibogaoka Branch	2-6-6, Oyama, Nagaoka	<b>0258-27-4721</b>
	Daishi Hokuetsu Bank Ojima Branch	3-12-14, Ojimahoncho, Nagaoka	<b>0258-27-6101</b>
	Daishi Hokuetsu Bank Nagaoka Nishi Branch	20-1, Koshiji, Nagaoka	<b>0258-28-1313</b>
Post offices	Nagaoka Shinsan Post Office	2-1-4 Shinsan, Nagaoka	<b>0258-46-4190</b>
	Fukasawa Post Office	375-2, Fukasawa-machi, Nagaoka	<b>0258-46-3318</b>
	Nagaoka Nishi Post Office	1-402, Kaminozoki-machi Nishi, Nagaoka	<b>0570-943-864</b>
	Nagaoka Post Office	2-6-1, Sakanoue-machi, Nagaoka	<b>0570-943-512</b>
Driver's license-related	Nagaoka Driver's License Center	1-7-1, Kamimaejima, Nagaoka	<b>0258-22-1050</b>
	Niigata Prefecture Driver's License Center	7-1-1 Higashiko, Seiro-machi, Kitakanbara-gun	<b>025-256-1212</b>
Supermarkets, etc.	Kato Shokuzai Nagaoka Store	1-1-16 Shinsan Nagaoka	<b>0258-46-1170</b>
	Uoroku Kitayama Store	3-5-1, Kitayama, Nagaoka	<b>0258-25-8333</b>
	Don Quijote Nagaoka Inter Store	1078, Fukuyama-machi, Nagaoka	<b>0570-047-611</b>
	Ryoshoku Seikatsukan Kitamachi Store	1000-1, Aza-Shimokawara, Kita-machi, Nagaoka	<b>0258-28-2855</b>
	Harashin Nanokamachi Store	385, Nanoka-machi, Nagaoka	<b>0258-28-5301</b>
	Aeon Nagaoka Store	1-249-1, Koshiji, Nagaoka	<b>0258-28-0880</b>
	Seisen Hiroba Nagaoka New Town Store	1-120-17, Aobadai, Nagaoka	<b>0258-47-8889</b>
	Riverside Senshu (Apita Nagaoka Store)	2-278, Senshu, Nagaoka	<b>0258-29-6121</b>
Home centers	Komeri Hard & Green Nishinagaoka Store	1008, Aza-Shimokawara, Kita-machi, Nagaoka	<b>0258-21-3417</b>
	Hirasei Home Center Nagaoka New Town Store	1-120-38, Aobadai, Nagaoka	<b>0258-47-8810</b>
	Super Center Musashi Nagaoka Store	64, Nakawari, Koshiji-machi, Nagaoka	<b>0258-27-6345</b>
Home appliances /PCs	Yamada Outlet Nagaoka	3-1, Isurugiminami-machi, Nagaoka	<b>0258-21-4410</b>
	K's Denki Nagaoka Nishi Store	78, Sakaihigashi-machi, Nagaoka	<b>0258-29-5033</b>
	PC Depot Smart Life Nagaoka	56, Sakaihigashi-machi, Nagaoka	<b>0258-25-8055</b>
	Joshin Nagaoka Koshiji Store	217, Koshiji-machi, Nagaoka	<b>0258-28-8511</b>
	YAMADA web.com Nagaoka Store	1-3141, Koshiji, Nagaoka	<b>0258-86-6235</b>



## Emergency contact numbers



The victim or discoverer

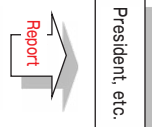


Event	Contact	Telephone No.
Fire	Fire station	119 110
Traffic accident	Police station	(Same numbers for mobile phones)
Accidents related to electricity, gas, elevators, etc.	Energy Center	0258-47-9290
Injury, acute illness	Physical Education and Health Care Center Ambulance (Fire station)	0258-47-9824 0258-36-0119

Note: Dial "0" first when making an outside call from an extension.



**General Affairs Office (emergency telephone number)**  
**0258-47-9999**  
 (Hold music will play until the call is forwarded.)  
 Weekdays (8:30 to 17:15): Answered by General Affairs Office staff  
 Off-hours and days off: Answered by a security guard



Contact with guidance teachers and superiors (managers)

Contact the relevant division(s) depending on the type of accident, etc., and request investigation.

Category	Division in charge	Contact
Disaster: earthquake, typhoon, heavy snow	General Affairs Division	0258-47-9201, 9203
	Facilities Division	0258-47-9233, 9234
Fire, property damage	Facilities Division	0258-47-9233, 9234
Suspicious person(s), theft	General Affairs Division	0258-47-9201, 9203
Accident during class or experiment	Academic Affairs Division	0258-47-9246, 9248
Accident, including traffic accident, during extracurricular activities Misconduct by student(s)	Students Affairs Division	0258-47-9253
Accident, etc. during overseas travel	Academic Affairs Division	0258-47-9244
Inquiry from outside the university (news media, etc.)	Planning & Public Relations Office	0258-47-9016, 9207

### Report Your Safety Status to the University with the Safety Information System

When an earthquake with a seismic intensity of 5 or higher occurs in Niigata Prefecture, Yamagata Prefecture, Fukushima Prefecture, Tochigi Prefecture, Gunma Prefecture, Toyama Prefecture, Ishikawa Prefecture or Nagano Prefecture.

The system sends a safety confirmation e-mail to each individual's device, such as a mobile phone.

If you receive a safety confirmation e-mail, be sure to report your safety status once you are safe.

■ Safety Report with the ANPIC Safety Information System  
<https://anpic11.jecc.jp/nagaokaut/login/>  
 Log-in ID: Student ID number Password: Set on the initial registration website



## Contact numbers/e-mail addresses of major departments providing student services

Department	Major tasks	Contact number/e-mail address
① Division of Academic Affairs, Section of Educational Planning	Technological Innovation Frontier Course, Major and Minor Course, Advanced Course, etc.	<b>0258-47-9245</b> kyoumu@jcom.nagaokaut.ac.jp
Division of Academic Affairs, Section of Doctoral Program for World- leading Innovative & Smart Education	Doctoral Program for World-leading Innovative & Smart Education (WISE Program)	<b>0258-47-9249, 9241</b> takuetsu@jcom.nagaokaut.ac.jp
② Division of Academic Affairs, Section of Educational Exchange	On-the-job training, teacher training courses, TA, etc.	<b>0258-47-9244, 9247</b> kyoumu@jcom.nagaokaut.ac.jp
③ Division of Academic Affairs, Section of Academic Affairs	TOEIC, Study Supporter System, Special lectures, etc.	<b>0258-47-9243, 9112</b> kyoumu@jcom.nagaokaut.ac.jp
④ Division of Academic Affairs, Section of Student Affairs	Classes, regular examinations, Leave of absence, withdrawal, return to school, etc.	<b>0258-47-9246, 9248</b> kyoumu@jcom.nagaokaut.ac.jp
⑤ Division of Academic Affairs, Section of Educational Information	Curriculum management, academic results, Educational Affair and Student Support ICT system(LiveCampus), certificates, etc.	<b>0258-47-9259</b> kyoumu@jcom.nagaokaut.ac.jp
⑥ Division of Student Affairs, Section of International Student Affairs	International students in general	<b>0258-47-9285, 9286</b> nutdia@jcom.nagaokaut.ac.jp
⑦ Division of Student Affairs, Section of Scholarship Support	Scholarships, admission fee exemption/ postponement, tuition fee exemption	<b>0258-47-9254</b> fukurigroup@jcom.nagaokaut.ac.jp
⑧ Division of Student Affairs, Section of Student Support	Dormitory/boarding house/ apartment union, student consultation, Personal Accident Insurance for Students Pursuing Education and Research, Students with pancreatic disorder Liability Insurance for Students Pursuing Education and Research, Management of athletic facilities, etc.	<b>0258-47-9256, 9922</b> gseikatsu@jcom.nagaokaut.ac.jp
⑨ Division of Student Affairs, Section of Student Affairs	Extracurricular activities, parking registration, loaning of items, lost-and-found, student discounts, certificates of student status, etc.	<b>0258-47-9253</b> gakuseigroup@jcom.nagaokaut.ac.jp
⑩ Division of Student Affairs, Section of Career Counseling	Employment, part-time jobs, etc.	<b>0258-47-9251, 9252</b> syuusyoku@jcom.nagaokaut.ac.jp
Library (Section of Library Affairs)	Library works in general	<b>0258-47-9264, 9262</b> Lib-service@jcom.nagaokaut.ac.jp
Physical Education and Health Care Center	Health management, counseling, etc.	<b>0258-47-9824</b> hcc@jcom.nagaokaut.ac.jp
Energy Center	Electricity, gas, elevator, fire, storm and flood damage and other times of emergency	<b>0258-47-9290</b>

See page 1 or the use information page of each facility for details of the tasks of each department

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